

DRAFT

Project Lead: Peggy Samolinski, Neisha Saxena

Date updated: 2/1/2019

<p>S</p> <p>Situation</p> <p>S- Specific M- Measureable A- Achievable R- Relevant T-Timely</p>	<p><u>Business Case</u></p> <p><i>Low income families and immigrant communities experience legal barriers to housing, opportunity and well-being. These barriers can affect outcomes to core programs. As a result, the Youth and Family Services Division ("YFS") manages several new legal services demonstration projects to support community members and participants of core County programs. A process will be required to move from the design phase to the creation of permanent programs.</i></p> <p><u>Problem Statement</u></p> <p><i>Legal services programs have rapidly grown in YFS over the past three years through procurement exemptions and contract amendments. Five additional demonstration projects have been added since October 2016, four of which are continuing or in process. Funding has been one time only, requiring providers to request funds every year and causing funding delays as budget and program design decisions are worked out. DCHS policy, program and contract staff have absorbed additional work without additional resources. Neither the County nor YFS has established criteria around whether, when and how to support legal services, and the need is increasing.</i></p> <p><i>Note: YFS has long established legal services programs supporting survivors of domestic violence. This analysis specifically addresses issues concerning demonstration programs, however any subsequent review of legal services programs in YFS may also include domestic violence legal services as a potential model of established programs.</i></p> <p><u>Aim / Opportunity Statement</u></p> <p><i>Determine structure and criteria for funding legal services by answering the following questions:</i></p> <ol style="list-style-type: none"><i>1. How does legal services funding align with County mission or values?</i><i>2. How does legal services funding align with YFS mission or values?</i><i>3. Which types of legal services should be funded (e.g. domestic violence services, legal record clearing, eviction defense, fair housing</i>
------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p><i>enforcement, immigration law appointments, deportation defense, etc.)?</i></p> <ol style="list-style-type: none"> 4. <i>What is the preferred delivery and/or design of County funded legal services programs?</i> 5. <i>Where in the County should each type of legal services "live"?</i> 6. <i>What resources are required to administer programs and move them beyond the design phase and into a more permanent, sustainable phase?</i> 7. <i>What is the ideal contracting/procurement process going forward?</i> 8. <i>How is success and or/impact measured?</i> 9. <i>How are programs monitored?</i>
B Background	<p>General Background What is the relevant background or context for this problem?</p> <ol style="list-style-type: none"> 1. <i>In October 2016 YFS established a Community Legal Clinic with Metropolitan Public Defender Services ("MPD") through an exemption process in County procurement procedures. The contract amount was \$50,000. The purpose of that partnership was to clear fees, fines, and legal background issues (including but not limited to expungement of criminal records) on behalf of participants of the Multnomah Stability Initiative, Family Unification, Commercially and Sexually Exploited Children and Healthy Birth Initiative programs. Legal background issues are known barriers to housing, employment, higher education and well-being. Background screening often accompanies access to opportunities. Outcomes in County programs relate to well-being and accessing opportunity, so legal barriers impact program outcomes. MPD was eligible for a procurement exemption because no other entity</i>

	<p>performed the full range of legal services sought by YFS. The exemption period was three years, the contract has been renewed every year and is on its third year. An additional \$65,000 is being added for FY18-19 to support increased demand. It is a fee for service contract.</p>
	<p>2. In April 2017 the original MPD contract was amended to include Immigration Legal Appointment Services, as a result of the changing federal legal landscape surrounding immigration and the Board of Commissioners' ("BCC") response to resulting community need. In early 2017, YFS policy staff visited County provider systems (such as SUN Youth Advocates, Energy Assistance, Multnomah Stability Initiative) to hear about the impacts of federal changes, and that report helped inform the legal work. MPD was the lead agency during FY16-17 and FY17-18 and it subcontracted with Immigration Counseling Services, Catholic Charities and Sponsors Organized to Assist Refugees in FY16-17 and FY17-18. In FY17-18 IRCO was added as a legal services subcontractor. The contract was for \$100,000 lump sum annually. Services consisted of legal appointments, brief advice, some direct representation short of deportation defense, Know Your Rights trainings and training for provider staff. Appointments were held at IRCO, El Programa Hispano, Latino Network and Bienestar de la Familia as a way to support existing partnerships and programs. Funding was spread across the five legal services providers and did not cover the costs of administering the program. Legal services and culturally specific providers had not collaborated to provide services, thus creating a new system and model, which required relationship building and County required stakeholder convening.</p>
	<p>3. In August 2018 the MPD contract was again amended to include Legal Services Days as a result of decisions from the BCC and the Department of Community Justice to provide operating funds to an on-going community program. Legal Services Days take place six times a year and provide legal record clearing services similar to the Community Legal Clinic, however without the same direct representation on certain issues. A judge is present and fines and fees can be waived on that same day, immediately reducing debt and removing barriers. The amendment was for a \$100,000 one time only lump sum.</p>

- | | |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>4. For FY18-19 the BCC allocated \$500,000 to immigration legal services, matching a similar investment by the City of Portland. The BCC also elected to change the County's service model for immigration legal services away from appointments at culturally specific agencies. System meetings had been held in July 2016, January 2017, and August 2017. In those meetings culturally specific providers stated they spent significant resources coordinating legal services without receiving support for the work. As a result in July 2018, FY18-19 YFS SUN contracts were amended to add \$70,000 each for IRCO, El Programa Hispano and Latino Network to hire a Legal Navigator at each agency. The amendments are fee for service. Internal YFS program Bienestar de la Familia is determining whether to participate in Legal Navigator Program training.</p> <p>5. In all system meetings for immigration legal services, legal services providers stated that deportation defense was a service gap and needed funding. During the Spring and Summer of 2018 the City of Portland elected to fund deportation defense and legal services providers again requested that the County do the same. In September 2018 there was a system meeting in which legal services and culturally specific providers aligned in requesting that the County use the remaining \$290,000 in funds for deportation defense. The coalition of legal services and culturally specific providers submitted a joint Equity Corps proposal on October 1, 2018. On November 20, 2018, the County agreed to fund the Equity Corps proposal for deportation defense. Innovation Law Lab will serve as lead agency, with the remaining five legal service providers as subcontractors. Procurement was through exemption. The contract is for a lump sum and will be executed shortly.</p> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

A

Assessment

1. **List the factors that impact the problem** Consider standards, processes, materials, technology, staffing, place, tools, etc.
 1. *DCHS has an experienced and creative contracts and procurement team which allows for ease of partnership*
 2. *The housing crisis makes legal barrier removal imperative; other housing focused organizations such as Home Forward, Portland Housing Bureau, Transition Projects and New Avenues for Youth have added partnerships with MPD since 2016*
 3. *The immigrant community has increased legal needs as a result of changes at the federal level*
 4. *There have been conversations related to future funding of eviction defense and/or fair housing enforcement*
 5. *A policy analyst transferred in to YFS in February 2016 with experience practicing poverty law*
 6. *The County and YFS have a desire to be nimble and responsive to the needs of communities and program participants*

R

Recommendations

The best solutions have high impact and are relatively easy to do.

Good solutions are good (+) for everyone impacted.

Brainstorm solutions What can be done to fix the problem?

The legal services programs described above are edging past the design and demonstration phase and should be considered for inclusion as permanent programs. This requires consideration of appropriate structure, placement, resources, internal staffing and procurement process. This will likely require a facilitated stakeholder process to answer the above-posed questions and others that emerge during the course of the process. Potential stakeholders are also listed above.

Memo: Family Support and Legal Aid Services Contingency Request

Overview:

Chair Deborah Kafoury and the Board of County Commissioners have publicly stated the county's overall position on immigration policy:

- Multnomah County leaders are committed to promoting a community of trust, safety and stability throughout Multnomah County.
- All are welcome to participate in county services regardless of race, gender, religious affiliation or immigration status.
- Commissioners recognize the fear and anxiety in the immigrant and refugee communities and particularly, among people who need and deserve access to our vital services. Community members should know this board will do all it can to serve and strengthen that work.
- This nation has been and continues to be strengthened by the work of immigrants who make important contributions to our government, health systems, community and the overall welfare of our county.

What are we doing now? Ongoing Efforts

The board has committed to stand in support of our vulnerable communities, particularly immigrant and refugee communities, and work as much as possible to respond to community needs and concerns.

- Ensuring continued access to Multnomah County's critical services and working in partnership with staff and community partners to address barriers to access and develop solutions. (Internal/Community)
- Strengthening communication and collaboration across jurisdictions so that city, county and schools can work together to dispel rumors, verify threats or dangerous situations, respond when necessary and share potential opportunities for policy and practice change. (External/Community)

Proposed Contingency Action:

The federal immigration and refugee policy landscape is continually shifting. Inadequate access to accurate information and support impedes the efforts of county staff and partners to effectively address health and human service needs. Understanding immigration and refugee status and the opportunities are a foundational underpinning to promoting full integration of immigrants and refugees into our county. Enhancing the provision of community-based legal services improves access to social services, justice and opportunity.

This contingency request aims to - in partnership with those working in our community - increase access to quality information, education and legal support services for families in Multnomah County and served by Multnomah County in these primary ways:

- Training and education opportunities for community members and clients
- Training for support staff and trusted community navigators
- Access to experienced legal expertise who can conduct family assessments and assist in developing solutions

How will we do this? A two-step process

1. Allocate \$100K from FY17 contingency to DCHS for those services
2. Design and implement timely procurement and contract process.
3. Commission and procurement staff have identified that a pilot procurement method would provide a quick turnaround and offer opportunity to work with a broad coalition to ensure MultCo funds support board's identified values and strategies.
4. Commission staff identified values for investment:
 - a. Shovel-ready
 - b. Access to highly qualified and experienced attorneys
 - c. Capacity to serve meaningful number of Multnomah county residents/clients
 - d. Accessibility to community - cultural responsiveness, multilingual access
 - e. Capacity/Expertise to train and provide education opportunities

Equity Corps of Oregon
Multnomah County Funding Proposal
October 1, 2018

Program Description

The Equity Corps of Oregon is a scalable, data-driven, innovative model for holistically delivering immigrant defense services in a manner that creates permanent pathway to immigrant inclusion.

Equity Corps **Direct Service Attorneys** will directly represent immigrant community members who are in removal proceedings before the Portland Immigration Court. Representation will begin six months prior to the merits hearing- the equivalent of a “trial” in immigration court- maximizing efficiency and enabling attorneys to represent 25-50 clients a year. Direct Service Attorneys will be hosted at existing **Legal Service Providers**, who will additionally provide **pro se support** to Equity Corps clients during the period in which they await assignment to a Direct Services Attorney. Pro se support services will include assistance with legal needs that arise during the course of a community member’s immigration case. Legal service providers will provide supervision and support to the Direct Service Attorney from the organization’s existing infrastructure and staff. **Clearinghouse Services** and **program administration** will be provided by Innovation Law Lab, who will coordinate case intake with program **Navigators**, who work out of community organizations. The Clearinghouse will also place cases with Direct Service Attorneys, administer the program structure, and provide technical assistance and case strategy to the Attorney cohort.

County Funding Will Dramatically Increase Service Area and Program Capacity

Support from Multnomah County will enable to the Equity Corps to expand its work by hiring two additional Direct Service Attorneys, who in the first year will collectively represent 50 to a 100 community members who are at risk of deportation. The program will also expand its presence to an additional Legal Service Provider, who will offer pro se legal support to Equity Corps clients before they are placed with a Direct Service Attorney. Finally, the County’s support will enable the Equity Corps to represent community members across Multnomah County, as current funding is limited to the City of Portland.

Equity Corps Connection to Existing Resources

Equity Corps Navigators housed at Latino Network, IRCO, and El Programa Hispano, will work in conjunction with volunteer Navigators from a variety of local organizations to conduct community outreach, conduct legal intakes, and refer eligible community members for legal representation by Equity Corps attorneys. Navigators will also be equipped to provide resources and referrals to existing

resources for community members with immigration needs who are not at immediate risk of deportation.

Funding Proposal

This proposal funds the Equity Corps in line with its scale-up funding model. As laid out below, support from the County would employ two additional Direct Service Attorneys and corresponding legal services at two legal service providers. The County would fund the salary of two attorneys, pro se support services at the hosting legal service provider, legal service provider hosting costs, and program clearinghouse and operations costs (as described above in the Program Description).

Funding Use	Cost
Legal Service Provider Package #1 Funding provides for: Direct Service Attorney Pro Se Support Hosting Services TOTAL:	\$66,675 \$15,435 \$26,250 \$108,360
Legal Service Provider Package #2 Funding provides for: Direct Service Attorney Pro Se Support Hosting Services TOTAL:	\$66,675 \$15,435 \$26,250 \$108,360
Clearinghouse Funding provides for: Strategy Attorney Program Administration Technology Access & Support	\$73,280
Total	\$290,000

Organizational Support

This proposal is put forth with the support of Catholic Charities, Causa Oregon, El Programa Hispano Catolico, Immigration Counseling Service, Immigrant Defense Oregon at Metropolitan Public Defender, Innovation Law Lab, IRCO, Latino Network, and SOAR.



MULTNOMAH COUNTY SERVICES CONTRACT

Contract Number: DCHS-SVCSGEN-10498-2019

This contract ("Contract") is between MULTNOMAH COUNTY ("County") and ILG Innovation Law Lab ("Contractor"), referred to collectively as the "Parties."

CONTRACTOR ADDRESS

ILG Innovation Law Lab
333 SW 5th Ave
Portland, Oregon
97204

The Parties agree as follows:

Effective Date and Termination Date. The effective date of this Contract shall be December 1, 2018 or the date on which all Parties have signed this Contract, whichever is later. Unless earlier terminated as provided below, the termination date shall be June 30, 2019.

Statement of Work. Contractor shall perform the work described in Exhibit 1 ("Work").

Payment for Work. County agrees to pay Contractor in accordance with Exhibit 1.

Contract Documents. This Contract includes the following Standard Terms and Conditions and the terms and conditions contained in the following attached documents:

Exhibits

Exhibit Number	Description
1	Statement of Work, Compensation, Payment, and Renewal Terms
2	Insurance Requirements
3	Certification Statement for Corporation or Independent Contractor
4	Worker's Compensation Exemption Certificate (Intentionally Omitted)
5	NOT USED
6B	Annual Budget Report Form

Attachments

Attachment Letter	Description
A	Program Instructions for Community Legal Clinics
B	Department of County Human Services Conditions – SUN Service System Division and Community Services Division Specific
D	Certificates: Compliance with Specific State and Federal Requirements

2/12/2018 CAO

MULTNOMAH COUNTY SERVICES CONTRACT
Contract Number: DCHS-SVCSGEN-10498-2019

CONTRACTOR SIGNATURE

I have read this Contract including the attached Exhibits and Attachments. I understand the Contract and agree to be bound by its terms.

Signature: Stephen Manning

JE2691AEE63C459...

Title: Executive Director

Name (print): Stephen Manning

Date: 2/15/2019

MULTNOMAH COUNTY SIGNATURE

This Contract is not binding on the County until signed by the Chair or the Chair's designee.

County Chair or Designee: Emilie Schulhoff for Deborah Kafoury

8474F2A48BFE4A5... Date: 2/15/2019

Department Director Review (optional):

Director or Designee: _____

Date: _____

County Attorney Review:

Reviewed: JENNY M. MADKOUR, COUNTY ATTORNEY FOR MULTNOMAH COUNTY, OREGON

By Assistant County Attorney: Jonathan Strauhull

Date: 2/5/2019

STANDARD TERMS AND CONDITIONS

1. **Time is of the Essence.** Time is of the essence in the performance of this Contract.
2. **Subcontracts and Assignment.** Contractor shall not subcontract any of the Work required by this Contract or assign or transfer any of its interest in this Contract, without the prior written consent of County.
3. **No Third Party Beneficiaries.** County and Contractor are the only Parties to this Contract and are the only Parties entitled to enforce its terms. Nothing in this Contract gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name in this Contract and expressly described as intended beneficiaries of this Contract.
4. **Successors in Interest.** The provisions of this Contract shall be binding upon and inure to the benefit of the Parties and their successors and approved assigns, if any.
5. **Early Termination.** This Contract may be terminated as follows:
 - a. County and Contractor, by mutual written agreement, may terminate this Contract at any time.
 - b. County in its sole discretion may terminate this Contract for any reason on 30 days written notice to Contractor.
 - c. Either County or Contractor may terminate this Contract in the event of a breach of the Contract by the other. Prior to such termination the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within 15 days of the date of the notice, then the party giving the notice may terminate the Contract at any time thereafter by giving a written notice of termination.
 - d. Notwithstanding section 5(c), County may terminate this Contract immediately by written notice to Contractor upon denial, suspension, revocation or non-renewal of any license, permit or certificate that Contractor must hold to provide services under this Contract.
6. **Payment on Early Termination.** Upon termination pursuant to section 5, payment shall be made as follows:
 - a. If terminated under 5(a) or 5(b) for the convenience of the County, the County shall pay Contractor for Work performed prior to the termination date if such Work was performed in accordance with the Contract.
County shall not be liable for direct, indirect or consequential damages. Termination shall not result in a waiver of any other claim County may have against Contractor.
 - b. If terminated under 5(c) by the Contractor due to a breach by the County, then the County shall pay the Contractor for Work performed prior to the termination date if such Work was performed in accordance with the Contract.
 - c. If terminated under 5(c) or 5(d) by the County due to a breach by the Contractor, then the County shall pay the Contractor for Work performed prior to the termination date provided such Work was performed in accordance with the Contract less any setoff to which the County is entitled.
7. **Remedies.** In the event of breach of this Contract the Parties shall have the following remedies:
 - a. If terminated under 5(c) by the County due to a breach by the Contractor, the County may complete the Work either itself, by agreement with another Contractor, or by a combination thereof. If the cost of completing the Work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then the Contractor shall pay to the County the amount of the reasonable excess.
 - b. In addition to the remedies in sections 5 and 7 for a breach by the Contractor, the County also shall be entitled to any other equitable and legal remedies that are available.
 - c. If the County breaches this Contract, Contractor's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Contractor is entitled.

2/12/2018 CAO

8. **Access to Records.** Contractor shall retain, maintain and keep accessible all records relevant to this Contract ("Records") for a minimum of six (6) years, following Contract termination or full performance or any longer period as may be required by applicable law, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever is later. Contractor shall maintain all financial Records in accordance with generally accepted accounting principles. All other Records shall be maintained to the extent necessary to clearly reflect actions taken. During this record retention period, Contractor shall permit the County's authorized representatives access to the Records at reasonable times and places for purposes of examination and copying.
9. **Ownership of Work.** For purposes of this Contract, "Work Product" means all services Contractor delivers or is required to deliver to County pursuant to this Contract. "Contractor Intellectual Property" means any intellectual property owned by Contractor and developed independently from services.

County shall have no rights in any pre-existing Contractor Intellectual Property provided to County by Contractor in the performance of this Contract except to copy, use and re-use any such Contractor Intellectual Property for County use only. However, all Work Product created by the Contractor as part of Contractor's performance of this Contract shall be the exclusive property of the County. All Work Product authored by Contractor under this Contract shall be deemed "works made for hire" to the extent permitted by the United States Copyright Act. To the extent County is not the owner of the intellectual property rights in such Work Product, Contractor hereby irrevocably assigns to County any and all of its rights, title and interest in such Work Product. Upon County's reasonable request, Contractor shall execute such further documents and instruments reasonably necessary to fully vest such rights in County. Contractor forever waives any and all rights relating to such Work Product created under this Contract, including without limitation, any and all rights arising under 17 USC § 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications. If intellectual property rights in the Work Product are Contractor Intellectual Property, Contractor hereby grants to County an irrevocable, non-exclusive, perpetual, royalty-free license to use, make, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Contractor Intellectual Property, and to authorize others to do the same on County's behalf. If this Contract is terminated prior to completion, and the County is not in default, County, in addition to any other rights provided by this Contract, may require the Contractor to transfer and deliver all partially completed Work Product, reports or documentation that the Contractor has specifically developed or specifically acquired for the performance of this Contract.

10. **Compliance with Applicable Law.** Contractor shall comply with all federal, state, and local laws applicable to the Work under this Contract, and all regulations and administrative rules established pursuant to those laws, including, without limitation ORS 279B.020 and the following:
- a. Pursuant to ORS 279B.220, Contractor shall (1) make payment promptly, as due, to all persons supplying to the Contractor labor or material for the performance of the Work provided for in the Contract; (2) pay all contributions or amounts due the Industrial Accident Fund from the Contractor or subcontractor incurred in the performance of the Contract; (3) not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished; and (4) pay to the Department of Revenue all sums withheld from employees under ORS 316.167.
 - b. Pursuant to ORS 279B.225, Contractor shall, if providing lawn and landscape maintenance services, shall salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective.
 - c. In accordance with ORS 279B.230, Contractor shall promptly, as due, make payment to any person, copartnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the Contractor, of all sums that the Contractor agrees to pay for the services and all moneys and sums that the Contractor collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services. All subject employers working under the Contract warrant they are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.
 - d. Pursuant to ORS 279B.235, Contractor shall not employ any person for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where the public policy

2/12/2018 CAO

absolutely requires it. The laborer shall be paid at least time and a half pay when: (i) overtime is in excess of eight hours a day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; (ii) overtime is in excess of 10 hours a day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and (iii) Work is performed on Saturday and any legal holiday specified in a collective bargaining agreement or ORS279B.020. The requirement to pay at least time and a half for all overtime worked in excess of 40 hours in any one week, shall not apply to individuals who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. sections 201 to 219 from receiving overtime.

11. **Compliance with Tax Law.** Contractor shall pay all taxes owed to a public body, as defined in ORS 174.109, and attests to compliance with the tax laws of this state or a political subdivision of this state including, but not limited to ORS 305.620, and ORS chapters 316, 317, and 318. Contractor will continue to comply with the tax laws of this state or a political subdivision of this state during the term of this contract. Failure to comply with this contract term is a default for which County may terminate the contract and seek damages and other relief available.
12. **Indemnity.** Contractor shall defend, save, hold harmless, and indemnify County and its officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, including attorneys fees, resulting from, arising out of, or relating to the activities of Contractor or its officers, employees, subcontractors, or agents under this Contract. Contractor shall have control of the defense and settlement of any claim that is subject to this section. However, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of County or any department of County, nor purport to act as legal representative of County or any of its departments, without first receiving from the Multnomah County Attorney's Office authority to act as legal counsel for County, nor shall Contractor settle any claim on behalf of County without the approval of the Multnomah County Attorney's Office. County may, at its election and expense, assume its own defense and settlement.
13. **Insurance.** Contractor shall provide insurance in accordance with Exhibit 2.
14. **Waiver.** The failure of the County to enforce any provision of this Contract shall not constitute a waiver by the County of that or any other provision. Waiver of any default under this Contract by County shall not be deemed to be a waiver of any subsequent default or a modification of the provisions of this Contract.
15. **Governing Law/Venue.** The provisions of this Contract shall be construed in accordance with the laws of the State of Oregon and ordinances of Multnomah County, Oregon. Any legal action involving any question arising under this Contract must be brought in Multnomah County, Oregon. If the claim must be brought in a federal forum, then it shall be brought and conducted in the United States District Court for the District of Oregon.
16. **Severability.** If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Contract did not contain the particular term or provision held invalid.
17. **Merger Clause.** This Contract and the attached exhibits constitute the entire agreement between the Parties. All understandings and agreements between the Parties and representations by either party concerning this Contract are contained in this Contract. No waiver, consent, modification or change in the terms of this Contract shall bind either party unless in writing signed by both Parties. Any written waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given.
18. **Anti-discrimination Clause.** Contractor shall not discriminate based on race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income, or political affiliation in programs, activities, services, benefits or employment. Contractor shall not discriminate against minority-owned, women-owned or emerging small businesses. Contractor shall include a provision in each subcontract requiring subcontractors to comply with the requirements of this clause.
19. **EEO Compliance.** Contractor agrees that if, at any time under the term of this Contract, it has employees and will earn more than \$75,000 as a result of this Contract, Contractor will not:

2/12/2018 CAO

- a. Discriminate against employees or applicants based on race, color, religion, sex, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, or source of income;
 - b. Solicit or consider employment recommendations based on factors other than personal knowledge or records of job-related abilities or characteristics;
 - c. Coerce the political activity of any person;
 - d. Deceive or willfully obstruct anyone from competing for employment;
 - e. Influence anyone to withdraw from competition for any position so as to improve or injure the employment prospects of any other person;
 - f. Give improper preference or advantage to anyone so as to improve or injure the employment prospects of that person or any other employee or applicant.
20. **Non-appropriation Clause.** If payment for Work under this Contract extends into the County's next fiscal year, County's obligation to pay for such Work is subject to approval of future appropriations to fund this Contract by the Board of County Commissioners of Multnomah County, Oregon.
21. **Warranties.** Contractor represents and warrants to County that: (a) Contractor has the power and authority to enter into and perform the Contract; (b) the Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms; and (c) Contractor's performance under the Contract shall be in a good and workmanlike manner and in accordance with professional standards applicable to the Work.
22. **Protection Against Loss or Damages.** County shall have the right to withhold from payments due Contractor such sums as are necessary in County's sole opinion to protect County from any loss, damage, or claim which may result from Contractor's failure to perform in accordance with the terms of the Contract or failure to make proper payment to suppliers or subcontractors. County shall not be obligated to pay Contractor until it has affirmatively accepted Contractor's Work.
23. **Federal Funds Subrecipient.** The Catalog of Federal Domestic Assistance (CFDA) number(s), title(s) and amount(s) of the Federal funds are shown below along with other required information about the Federal award per CFR200, Subpart D – Post Federal Award Requirements Standards for Financial and Program Management, Section §200.331 (see Attachment F). If this Contract is a subaward (making Contractor a subrecipient of Federal funds), Contractor shall conduct an audit as described under 2 CFR 200.500-521 (which replaces OMB Circular A-133) if such an audit is required by Federal regulations. If there is a change to funding for this Contract that adds Federal funding or changes existing funding to Federal, Contractor will be notified via a certified letter within 30 days.

CFDA #	Program Title	Program Amount
N/A	N/A	N/A

24. **Fiscal Requirements.** Contractor agrees to the following requirements if a Federal Funds Subrecipient:

- a. Contractor agrees to use, document, and maintain accounting policies, practices and procedures, and cost allocations, and to maintain fiscal and other records pertinent to this Contract consistent with Generally Accepted Accounting Principles (GAAP), Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Chapter I, Chapter II, Part 200), Oregon Administrative Rules, County financial procedure in the *Countywide Contractor's Fiscal Policies and Procedures Manual* located at: <http://web.multco.us/finance/fiscal-compliance>. Accounting records shall be up-to-date and shall accurately reflect all revenue by source, all expenses by object of expense and all assets, liabilities, and equities consistent with the Generally Accepted Accounting Principles, Oregon Administrative Rules, and County procedures. Reports and fiscal data generated by the Contractor under this Contract shall be accessible to County upon request.
- b. Contractor shall be subject to a County fiscal compliance review to monitor compliance with the County's financial reporting and accounting requirements. The review shall be completed periodically, as described in the *Countywide Contractor's Fiscal Policies and Procedures Manual*. If Contractor's corporate headquarters

2/12/2018 CAO

- are out of state, Contractor agrees to pay travel costs incurred by County to conduct fiscal review. These costs include, but are not limited to, transportation to corporate headquarters, lodging, and meals.
- c. Contractor, if it is a state, local government or non-profit organization and a subrecipient of Federal funds, shall meet audit requirements of Office of Management and Budget (OMB) Uniform Administrative Requirements "Audits of States, Local Governments, and Non-Profit Organizations" (2 CFR Chapter I, Chapter II, Part 200), Subpart F (formerly OMB Circular A-133 December 25, 2014 and earlier).
 - d. Contractor agrees that audits must be conducted by Certified Public Accountants who satisfy the independence requirements outlined in the rules of the American Institute of Certified Public Accountants (Rule 101 of the AICPA Code of Professional Conduct, and related interpretation and rulings), the Oregon State Board of Accountancy, the independence rules contained within Government Auditing Standards (2003 Revision), and ruled promulgated by other Federal, State, and local government agencies with jurisdiction over Contractor. Those rules require that the Certified Public Accountant be independent in thought and action with respect to organizations who engage them to express an opinion on Financial Statements or to perform other services that require independence.
 - e. Limited Scope and Full Audits, including the Management Letter associated with the audit, if issued, and all specifications identified in the County's *Fiscal Policies and Procedure Manual* shall be submitted to the County within thirty (30) days from the date of the report, but in no case later than nine (9) months after the end of the Contractor's fiscal year. Failure to submit required audits and Management Letter by specified deadlines shall be cause for withholding of Contract payments until audits are submitted.

25. Data Use.

- a. The Parties agree to share the data identified in Exhibit 1, subject to the following terms and conditions. Each Party grants to the other a license to access the data identified in Exhibit 1 for the purposes described in Exhibit 1.
- b. The Parties agree to: (i) disclose to the other only the minimum data necessary to accomplish the receiving Party's identified purpose, and only as permitted under the Contract and relevant laws; (ii) keep and maintain the other's data in strict confidence, using such degree of care as is appropriate and consistent with its obligations described in this Contract and applicable law to avoid unauthorized access, use, disclosure, or loss; and (iii) not use, sell, rent, transfer, distribute, or otherwise disclose or make available the other Party's data for any purpose not directly related to its performances under the Contract or for the benefit of anyone other than the disclosing Party without that Party's prior written consent. To avoid ambiguity, a Party receiving data from the other is prohibited from using or further disclosing that data other than as permitted or required by the Contract or as required by law.
- c. If the Work involves payment and/or health care operations activities and requires that it receive from County data protected under 42 CFR Part 2, the following terms shall apply.
 - (i) Contractor acknowledges and agrees that it shall be fully bound by the provisions of 42 CFR Part 2.
 - (ii) Contractor acknowledges and agrees it has implemented appropriate risk management techniques, including administrative, technical, and physical safeguards, to protect and otherwise prevent unauthorized uses and disclosures of data subject to 42 CFR Part 2. Without limitation, the technical safeguards employed will incorporate industry recognized system hardening techniques and will reflect a risk-based assessment of the data protected relative to the likely harm from unauthorized access to the data. Contractor will at least annually audit its safeguards to ensure all information systems within its control and involved in storing, using, or transmitting data subject to 42 CFR Part 2 is secure and that reasonable and appropriate measures have been used to protect the data from unauthorized disclosure, modification, or destruction.
 - (iii) Contractor will immediately notify County upon any unauthorized use, disclosure, breach, or suspected breach of data subject to 42 CFR Part 2 and will comply with all applicable breach notification laws. Contractor agrees to cooperate with County in the investigation and remedy of any

2/12/2018 CAO

such breach, including, without limitation, complying with any law concerning unauthorized access or disclosure, as may be reasonably requested by County. Contractor will promptly reimburse County for the costs of any breach notifications, expenses, or other fees, including any state or federal fines associated with a breach of data subject to 42 CFR Part 2 while in Contractor's possession or control. Contractor will send any applicable notifications regarding a breach to the following notification email address: IT.Security@multco.us.

- (iv) Contractor will only redisclose data subject to 42 CFR Part 2 when the redisclosure recipient: (A) is a contract agent or subcontractor of Contractor that is assisting Contractor to provide services described in the Contract; and (B) agrees by contract to only further disclose the County's data subject to 42 CFR Part 2 to Contractor or County.
 - d. All data exchanged hereunder will remain the property of the disclosing Party. Except for the uses expressly permitted herein, nothing contained in this Contract will be construed as a grant of any right or license or an offer to grant any right or license by either Party to the other with respect to the data exchanged hereunder, or any derivative works thereof.
-



MULTNOMAH COUNTY SERVICES CONTRACT

Contract Number: DCHS-SVCSGEN-10498-2019

EXHIBIT 1: STATEMENT OF WORK, COMPENSATION, PAYMENT, AND RENEWAL TERMS

A. Statement of Work

1. CONTRACTOR shall perform the following work.

a. Services.

CONTRACTOR agrees to provide services as summarized below and detailed in Attachment A: Program Instructions.

Service	Service Description
Immigration Legal Services	Provide legal representation regarding removal proceedings before the Portland Immigration Court

b. Service Standards.

- i. As identified in Attachment A. Program Instructions, CONTRACTOR agrees to provide the above services in compliance with the applicable COUNTY and State service definitions, Administrative Rules, updated current program instructions, service manuals with Contract conditions, the specifications and evaluation criteria contained in the applicable Request for Proposal, Request for Application, Notice of Intent, CONTRACTOR's response to procurement documents, and other program documents and manuals, all of which are incorporated herein by this reference and are binding on the CONTRACTOR, including any subsequent revisions to these documents.
- ii. CONTRACTOR shall not implement any substantive program change or change in method of service delivery that affects level, scope, or outcome of client services funded under this Contract without prior written approval of the COUNTY.
- iii. The Program Instructions and/or program funding for this contract may change from time to time during the contract term. The parties agree that changes to funding and/or Program Instructions will be communicated to Contractor by County by email, in substantially the form attached as Attachment A, and any such email will become part of this contract and be fully enforceable under the terms of this contract as if fully set forth herein.

c. Program Outcomes.

- i. CONTRACTOR shall achieve the program outcomes. CONTRACTOR shall track, at a minimum, the outcomes identified in Attachment A, Program Instructions. CONTRACTOR shall document and report this data to COUNTY at least quarterly, or as instructed by COUNTY.
- ii. CONTRACTOR agrees to participate with the COUNTY in evaluation of contracted project/service outcomes or performance, and to make available all information required by such evaluation process. This includes providing COUNTY with data necessary to verify client counts, service provision, and outcome measures.

B. Compensation

- 1. The estimated total payment under this Contract for the period of December 1, 2018 to June including expenses, is \$290,000.00.**

The **estimated** total funding of this Contract is not guaranteed. Fluctuations in funding throughout the year, and from year to year should be expected. Potentially large fluctuations may occur. County cannot assure that any particular level of funding will be provided and the Contract will permit the County to add or remove funding as necessary depending on the availability of funding.

- 2. COUNTY shall pay CONTRACTOR for services** provided under this Contract based upon the applicable payment terms set forth below in section C of Exhibit 1 and in Attachment A.
- 3. CONTRACTOR shall not transfer Contract funds from one service to another without a Contract amendment or prior written COUNTY approval.**

C. Payment Terms and Reports

- 1. All Contracts Payment Terms**
 - a. Chargeable Expenditures.** CONTRACTOR may charge expenditures under this Contract only if they are:
 - i. In payment for services performed under this Contract;
 - ii. In payment of an obligation incurred during the Contract period;
 - iii. Performed in conformance with all applicable state and federal regulations and statutes; and
 - iv. Not in excess of maximum payable under this Contract.

Any costs incurred by CONTRACTOR over and above the agreed sum or rates shall be at the sole risk and expense of CONTRACTOR. All project monies shall be either obligated or expended within the Contract period unless specifically authorized by COUNTY to extend into the next year.

b. Reporting Requirements.

- i. Reporting requirements specific to Fee-for-Service; and Cost Reimbursement Contracts are described in Section C.2 and C.3 below.**
- ii. Notwithstanding any other payment provision of this Contract, failure of CONTRACTOR to submit required reports when due may, in COUNTY'S sole discretion, result in the withholding or reduction of payments under this Contract. Such withholding of payment for cause may continue until CONTRACTOR submits required reports or establishes to COUNTY'S satisfaction, that such failure arose out of causes beyond the control and without the fault or negligence of CONTRACTOR.**
- c. Reduction in Funding.** In the event that invoices from CONTRACTOR indicate to COUNTY that funds are not being utilized and will not likely be utilized efficiently during the term of the Contract, COUNTY, in its sole discretion, may reduce CONTRACTOR'S funding. In the event that COUNTY determines funds need to be reduced, the COUNTY will inform CONTRACTOR in writing of the proposed decision to reduce funding at least fourteen (14) days before reducing CONTRACTOR'S funding. CONTRACTOR will have fourteen (14) days to respond in writing to COUNTY'S proposed reduction and may provide any information CONTRACTOR believes may impact COUNTY'S decision. After receipt of CONTRACTOR'S response, COUNTY will make a final decision within four (4) working days and inform CONTRACTOR of the decision in writing.
- d. Recovery of Funds.** Any COUNTY funds spent for purposes not authorized by this Contract shall be deducted from future payments or refunded to COUNTY at COUNTY'S discretion. Payments by COUNTY in excess of authorized amounts shall be deducted from payment or refunded to COUNTY no later than thirty (30) calendar days after Contract expiration or after

notification by COUNTY, whichever is earlier. CONTRACTOR shall be responsible for any prior Contract overpayments and unrecovered advances provided by COUNTY. Repayment of prior period obligations shall be made by CONTRACTOR in a manner specified by COUNTY. Except when CONTRACTOR is a city, county, or public school district, COUNTY shall be entitled to the legal rate of interest for late payment from the date such payments become delinquent, and in case of litigation, to reasonable attorney's fees.

- e. **Refunds.** Any refunds to the state or federal government resulting from state (OAR 309-013-0120 through 0220) or federal audits shall be the sole responsibility of CONTRACTOR. CONTRACTOR agrees to make all such repayments within twenty working days of receipt of formal notification by COUNTY of disallowance of CONTRACTOR expenditures, or fees.
- f. **Request for Payment.** CONTRACTOR shall submit all final requests for payment or an estimate of the final requests for payments no later than July 20th or the next working day after July 20th to the Department of County Human Services (DCHS). DCHS will not process final requests or estimates for final request for payment documents not received within the specified time and the expense shall be the CONTRACTOR'S responsibility. All requests for payment shall be sent to:

Department of County Human Services
209 SW 4th Avenue, Suite 200
Portland, OR 97204

- 2. **Fee-for-Service Payment Terms.** COUNTY pays Fee-for-Service CONTRACTORS monthly.
 - a. COUNTY shall pay amounts due to CONTRACTOR upon receipt of CONTRACTOR'S payment requests in the standard COUNTY format (see Fee-for-Service Invoice Form, Exhibit 8). Invoices are due the 20th calendar day of the month following the month in which services are delivered. At a minimum, forms shall document release order number, number of service units provided, contract rates, and total amount requested per service. Fee-for-service billings for client services shall include dates of service and be supported by signed, dated documentation in the client file or chart, and/or service log, for each unit of service billed. COUNTY agrees to process payment requests within ten working days of receipt of billing.
 - b. CONTRACTOR shall maintain required fiscal, program, and progress reports, which support payment requests, according to COUNTY program and fiscal requirements.
- 3. **Cost Reimbursement Payment Terms.** Cost reimbursement Contracts are paid monthly based on expenditure report or paid by monthly allotment based on CONTRACTOR'S annual budget
 - a. COUNTY shall pay for cost reimbursement Contracts when COUNTY receives a monthly Expenditure Report Form (Exhibit 6A), as detailed in the Statement of Work, that shows expenditures consistent with services described in Exhibit 1, Section A. CONTRACTOR shall have sole responsibility for submitting required reports in order to obtain Contract payments. If required reports are received on time and are complete and correct, COUNTY shall process reimbursements within 10 working days of receipt of monthly expenditure report.
 - b. Monthly Expenditure Report (Exhibit 6A) are due the 20th calendar day of the month following the month in which the expenditures were incurred. Reported expenditures shall be supported by properly executed payrolls, time records, invoices, Contracts, vouchers, orders, and any other accounting documents pertaining in whole or in part to the Contract, in accordance with Generally Accepted Accounting Principles (GAAP), Oregon Administrative Rules, and applicable federal requirements. Expenditures shall be segregated by service items within the agency accounting system and so reported on the required fiscal reports. CONTRACTOR shall maintain all above-referenced accounting documents within a local facility of the CONTRACTOR. CONTRACTOR's Monthly Expenditure Report must contain at a minimum all of the information elements shown in Exhibit 6A. Reports that do not meet the minimum information requirement may delay payment until all information is received.

2/12/2018 CAO

- c. A CONTRACTOR Annual Budget Report (see example in Exhibit 6B) is due within five (5) business days of contract effective date; revised annual budget(s) is due within thirty (30) calendar days of COUNTY'S receipt of executed Contract amendments if cumulative year-to-date dollar changes for that service exceed 25%. CONTRACTOR shall submit an Annual Budget only for those service items that are paid on a cost reimbursement basis.
- d. In addition to other fiscal requirements contained in this Contract for cost-reimbursement programs, any increases in line items must be balanced by like decreases in other line items.
- e. Changes in any line item budget expense of more than 20% or \$1,000 on any line shall require a written budget modification approved by COUNTY prior to expenditures. The budget modification request must be accompanied by a justification stating reasons for the changes.

Attachment A

**Multnomah County, Department of County Human Services
Youth & Family Services Division
Program Instructions for Immigration Legal Services
Agency: Innovation Law Lab
Effective: December 1, 2018 - June 30, 2019**

Statement of Work

Service Description	Type of Funding	Amount of Funding	Validity Dates	Payment Method
Immigration Legal Services	County General Fund	\$290,000	12/01/18-6/30/19	Per Invoice, Lump Sum
	Total Funding	\$290,000		

Service Description

Innovation Law Lab shall serve as lead agency and general contractor for a consortium of legal services providers consisting of Innovation Law Lab, Metropolitan Public Defender Services (MPD), Immigration Counseling Services (ICS), Catholic Charities, Immigrant and Refugee Community Organization (IRCO), and Sponsors Organized to Assist Refugees (SOAR).

The consortium organizations shall serve as potential subcontractors and utilize existing infrastructure and existing staff attorneys to provide legal representation for community members facing removal proceedings before the Portland Immigration Court. Representation shall begin six months prior to each impacted person's merits hearing and each direct service attorney shall represent between 25-50 clients per year. These attorneys will also provide legal advice to clients awaiting assignment to a specific direct service attorney.

Innovation Law Lab shall lead consortium organizations to collectively and collaboratively determine roles, division of funds, and structure of service provision. Additionally, the consortium will coordinate service delivery with identified culturally specific agencies that provide legal navigation services.

Contract funds of \$290,000 shall be disbursed by June 30, 2019. Services may continue past that time if funding is available. Contract funds are to be used for legal services, court fees and related costs. If legal translation or interpretation services are required, these services may be billed separately to the Multnomah County Department of Human Services, Youth and Family Services Division with prior approval.

Target Population

The target population for legal services will be immigrant and refugee families in Multnomah County who have been disproportionately impacted by recent changes in the federal immigration landscape. Focus will be on Multnomah County residents or workers who live or work outside of the City of Portland, as Portland has provided separate funds for this project. As a result, Multnomah County funds should be used for cases that are not eligible for Portland funds wherever possible.

Responsibilities of Lead Agency

Innovation Law Lab will serve as the general contractor and lead agency and will perform Clearinghouse Services and program administration. Innovation Law Lab will coordinate case intake with program Navigators from the following culturally specific community organizations: IRCO, Latino Network and El Programa Hispano and Bienestar de la Familia.

Clearinghouse Services will consist of:

- ① case placement with Direct Service Attorneys,
- ① program structure administration,
- ① technical assistance and case strategy assistance to the Direct Service Attorney cohort,
- ① regular convening of Legal Services Providers, program Navigation providers and County staff to plan and coordinate services, and
- ① data collection and reporting requirements under this Contract.

Outputs and Outcomes

Immigration Legal Services	Target Number of Outputs and Performance Goals	Source
Target # clients receiving legal advice or representation	Approximately 75 clients will receive legal advice and/or representation in merits hearings in immigration court	Narrative report from Innovation Law Lab Due February 28, April 30 and July 31, 2019

Reporting Requirements

Reporting the provision and effectiveness, including cost effectiveness, of services are important components of Youth and Family Services Division contract requirements. To ensure that appropriate data is collected, provider reporting requirements may change based on the needs of the County and providers. Additional or changes to reporting requirements may be identified at a later date based on the needs of the County to evaluate provision and effectiveness of services.

Type of Report	Due Date (s)	Information in Report
Narrative Report from Innovation Law Lab	February 28, April 30 and July 15, 2019; the July 15, 2019 report shall be an annual report; if funds are not completely spent by June 30, 2019 please provide an additional final report within 30 days of the date funds are spent, on or by March 1, 2020.	<ul style="list-style-type: none"> ① Cumulative number of people receiving legal services from an attorney; ① Zip code of residence or work site of people served; ① Demographic characteristics of people served including race, ethnicity, age, disability status and/or LGBTQ status, if disclosed; ① Name of Legal Services Provider providing service; ① Type and outcome of service; ① Description of fund expenditures, including name of agency expending funds, personnel costs and other expenses; ① Copies of any MOUs between providers, description of and

2/12/2018 CAO

		<p>records of funds disbursed from Innovation Law Lab to other providers;</p> <p>① Description of any other activities or services performed or additional expenses incurred under this contract, which agency performed the activity or provided the service, service costs, and outcome;</p> <p>② Narrative description of 3-4 success stories and/or compelling cases in the final annual report.</p>
--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Reports should be mailed or emailed to: Neisha Saxena, Department of County Human Services, 209 SW 4th Ave., 2nd Floor, Portland,, OR 97204, neisha.saxena@multco.us (or in the event of personnel changes to the Youth and Family Services Division Director).

Attachment B
Department of County Human Services Conditions
Specific to Youth and Family Services Division

PROGRAM SERVICES

- 1. Program Principles.** Services funded through the Department of County Human Services (DCHS) are:
 - a. Based in the community;
 - b. Focused upon support for families, children, and young people;
 - c. Customer-driven, based upon the strengths of program participants;
 - d. Intended to build the self-sufficiency and resiliency of program participants;
 - e. Integrated into the larger systems of social services; and
 - f. Provided in a manner that is culturally appropriate and relevant.

Contractor shall provide the services identified in this contract in a manner that is consistent with these principles.

- 2. Confidentiality.** Contractor shall keep all client records confidential in accordance with State and federal statutes and rules governing confidentiality.

- 3. Grievances.** Contractor must establish a system of written procedures through which a client or family member may present grievances about the operation of Contractor's services. Contractor shall provide these written procedures to the COUNTY and shall make them readily accessible and available to clients, such as through the posting, distribution of the procedures in areas frequented by clients, and written documentation in client case file, as applicable. Contractor shall, upon request, provide advice to such persons as to the grievance procedure.

4. Dispute Resolution

- a.** Contractor may submit a letter documenting any complaints or concerns about the terms of this Contract to:

DCHS Director/Director's Designee
Department of County Human Services
209 SW 4th Avenue, Suite 240
Portland, OR 97204

- b.** The responsible Director or Director's Designee shall call Contractor within 10 days of receipt of this letter to discuss the letter and schedule a meeting, if needed.
- c.** The Director or Director's Designee shall issue a written decision within 15 days after receipt of the Contractor's letter.
- d.** Contractor may appeal this decision in writing to the Director, Department of County Human Services, 209 SW Oak Street, Ste. 240, Portland, OR 97204. Director or Director's Designee shall contact Contractor within 10 days of receipt of appeal letter to discuss the letter or set up a meeting, if requested, with Director or Director's Designee.
- e.** The Director or Director's Designee shall issue a written decision within 15 days after receipt of Contractor's appeal letter. Decision of Director or Director's Designee is final; however, Contractor's who receive funding from the State of Oregon's Oregon Health Authority may seek mediation as described in OAR 309-014-0000 through 0040.
- f.** Both COUNTY and CONTRACTOR agree to demonstrate cooperation, mutual respect, and good faith in all aspects of the dispute resolution.

5. Mandatory Reporting of Abuse and Neglect. Contractor shall comply with child abuse (ORS 419B.005 - 419B.050 as amended), mentally ill and developmentally disabled abuse (ORS 430.731-430.768) and elder abuse reporting laws (ORS 124.050 – 124.095) as if Contractor were a mandatory abuse reporter. Contractor shall immediately report to the proper State or law enforcement agency circumstances (and such other documentation as may be relevant) supporting reasonable cause to believe that any person has abused a child, a mentally ill or developmentally disabled adult or an elderly person, or that any such person has been abused.

6. Monitoring and Enforcement.

- a. COUNTY is responsible for monitoring the activities of Contractor to ensure that all services provided by Contractor under this Contract conform to state, federal, and COUNTY standards and other performance requirements specified in the Contract. COUNTY shall take all appropriate management and legal action necessary to pursue this responsibility. This includes fiscal and program monitoring.
- b. Contractor shall permit inspection of program, facilities, clinical, and fiscal records by authorized agents of COUNTY, State, or federal governments. Contractor shall also provide for program and facility reviews, including meetings with consumers, review of service and fiscal records, client records, policies, and procedures, staffing patterns, job descriptions, and meetings with any staff directly or indirectly involved in the performance of this Contract, when requested to do so by COUNTY for purpose of contract monitoring or audit performance. In cases of suspected fraud by applicants, employees, subcontractors, or vendors, Contractor shall cooperate with all appropriate investigative agencies and shall assist in recovering misappropriated funds.

7. Reporting and Investigation of Suspected Fraud and Embezzlement. Contractor shall report in writing the details of any cases of suspected fraud and embezzlement involving its employees or the employees of its subcontractors to the COUNTY not later than one working day after the date the alleged activity comes to Contractor's attention. The report shall describe the incidents and action being taken to resolve the problem. The report shall be sent to:

DCHS/Director's Designee
Department of County Human Services, Director's Office
209 SW 4th Avenue, Suite 240
Portland, OR 97204

In cases of suspected fraud and embezzlement COUNTY'S funds and resources, Contractor shall be responsible for investigating cases involving its employees or employees of subcontractors. Contractor is responsible for referral to the proper legal authorities. COUNTY may assume control of any case not handled to the COUNTY'S satisfaction.

In cases of suspected fraud and embezzlement which do not involve funds and resources of the COUNTY, Contractor shall seek resolution of the problem. COUNTY may intervene in cases involving resources of clients served by Contractor.

COUNTY shall review all cases of suspected fraud or embezzlement whether or not COUNTY resources appear to be at risk. Contractor shall adopt and follow any internal control procedures, which the COUNTY decides are needed. Failure of the Contractor to adopt or follow such procedures will be considered a breach of the Contract and will be dealt with according to provisions in Section 5.c. of the Standard Terms and Conditions of this Contract.

8. Corrective Action. In addition to the remedies in paragraph 5 and 7 of the Standard Terms and Conditions of this Contract, if COUNTY finds Contractor not in compliance with Contract conditions, or identifies program deficiencies, COUNTY may issue a written corrective action plan. If Contractor fails to complete the terms of its corrective action plan, COUNTY may, upon notice to Contractor, impose sanctions, including, but not limited to, withholding funds, disallowance of costs, suspension of payments, or immediate termination of the Contract.

9. Operating Hours. Contractor shall notify COUNTY in writing, ten (10) working days in advance of any change in operating hours, temporary closure of admissions to any service funded through this Contract, or scheduled temporary closure. Contractor shall immediately notify COUNTY in the case of unanticipated or unexpected closures. Notification shall be made to:

Division Manager
Department of County Human Services
209 SW 4th Avenue, Suite 200
Portland, OR 97204

10. Transition of Services. In the event that a Request for Proposal conducted during the fiscal year results in the award of the Contract to a different provider or COUNTY terminates or decides not to renew the Contract for any reason, Contractor agrees to make every reasonable effort to assure a smooth transition. Contractor shall take steps to assure that necessary copies of the original case files are transferred to the new Contractor, pursuant to federal/state regulations on confidentiality.

11. Employee/Volunteer/Family Member Participation in Service. Contractor must establish a written procedure through which Contractor's own employees, volunteers or family members of employees may access services provided by Contractor. Contractor shall provide these written procedures to the COUNTY and shall make them accessible upon request and available for employees, volunteers and family members of employees.

12. Gender Parity. Contractor agrees to establish written policies and procedures, which reflect Contractor's recognition that females and males under the age of eighteen (18) have unique programming needs. Contractor shall promote gender parity and equality in service design; however prevention and treatment services may appear very different depending on the gender of the individual for whom the service is being delivered.

13. Harassment Prevention and Education. Contractor shall have written policies designed to prevent harassment of program participants based on sex or gender identity. The policies shall include specific measures for investigating all allegations of such harassment. The policies also shall include measures designed to provide educational and other support to victims of harassment and sexual violence. The policies shall specify procedures available to victims of harassment and their families to safely report any incident of real or perceived harassment.

14. Service Standards.

- a. Contractor shall provide, as a minimum service performance standard, at least 80 percent of planned service levels unless COUNTY states otherwise. Failure to perform at least at 80 percent may cause the COUNTY to take corrective action, including service level adjustment, allocation/funding amount revision, or Contract termination.
- b. Contractor accepts responsibility for projecting monthly service levels and expenses to maintain service provision at mutually agreed upon levels throughout the contract period, unless otherwise specified by COUNTY.
- c. Contractor agrees to develop and maintain an Emergency Management Plan that ensures the most vulnerable residents of Multnomah County receive essential services when an emergency event occurs. CONTRACTORS' written plan must include response components as outlined in the "Guide for Emergency Management Planning for Community Services Contractors" incorporated herein by this reference. Guide is located at: <http://web.multco.us/dchs-community-services>.
- d. Contractor agrees to provide its agency's social service information to the 211info community resource organization. Contractor shall ensure that 211info is provided with current information such as: agency contact information, operating hours, and services available to the community offered by agency. Contractor agrees to update 211 info when service availability changes occur at agency within five (5) days.
- e. Contractor shall provide services under this Contract only in Multnomah County. Contractor shall ensure the involvement of customer representatives for its services, in significant decision-making roles within the contractor organization, e.g., low income people for anti-poverty services, youth for youth-oriented services.
- f. Contractor shall maintain a high level of involvement in the community for the purposes of building community strengths and supporting social change. Contractor recognizes that planning with COUNTY, state, and local agencies is essential to the success of a coordinated service delivery system. Contractor agrees to attend and participate in meetings and planning efforts scheduled by

COUNTY, to provide all data which may be required by COUNTY, and to adjust its program as necessary to achieve compliance with programmatic goals of COUNTY and applicable funding sources.

- g. Access to services offered through the Youth and Family Services (YFS) must be equally available for all residents in Multnomah County. Therefore, Contractor must implement a "No Wrong Door" Policy when providing services under this contract. The No Wrong Door Policy must require Contractor to abide by the following protocol when approached by an individual for services: (1) provide the appropriate services for which the individual or household qualifies; if services for which the individual or household are qualified are unavailable or impractical, Contractor must (2) direct the individual or household to a more convenient service provider; and if an alternative service provider is not available, then the Contractor must (3) problem solve with the individual to determine if other services might be available. In no circumstance may Contractor deny services or assistance to an individual or household in violation of the Service Contract.
- h. Contractor agrees to attend the provider network meeting(s) associated with the program(s) under Contract. Contractor representatives at network meetings shall have the responsibility and authority to update the COUNTY on Contractor's activities that have an impact on the contracted program.
- i. Contractor shall assure access to information about its services to all clients potentially eligible for the services provided under this Contract.
- j. Contractor shall ensure that access to program services is available to all eligible county residents without regard to age, race, ethnicity, sex, or gender identity or sexual orientation.
- k. Contractor shall ensure that its employees are adequately trained to carry out the activities required under this Contract and, if applicable to the program, shall verify that its employees are processing any eligibility determinations and service authorizations correctly.
- l. Contracted services shall be provided in accordance with all applicable Program Instructions.
- m. In all cases where Contractor seeks to charge a program fee from clients for services funded by Multnomah County, such fees must be on a sliding scale where \$0 is the beginning point of contribution. Under no circumstances is a client to be denied services for their inability to contribute a program fee for service funded under this contract.

ADMINISTRATION

1. Contract Between Other Funding Sources and County. If Contractor is paid with funds COUNTY receives by contract from other funding sources, Contractor agrees to be bound by any applicable terms and conditions of those contracts.

2. Contractor Publicity. Contractor shall reference Multnomah County Department of County Human Services as a funding source in all flyers and brochures that advertise the contracted services program. Contractor should also reference the specific program area or service system, e.g., Schools Uniting Schools Uniting Neighborhoods (SUN) Community Schools, Energy and Weatherization, etc., funding the contracted services. COUNTY reserves the right to approve the language used to reference Multnomah County. In the case of SUN Community Schools, Contractor will follow SUN Community School Public Relations Guidelines for use of logos and tagline.

3. Fiscal, Administrative, and Audit Requirements.

- a. Contractor agrees to use, document, and maintain accounting policies, practices and procedures, and cost allocations, and to maintain fiscal, clinical, and other records pertinent to this Contract consistent with Generally Accepted Accounting Principles (GAAP), Office of Management and Budget (OMB) Uniform Administration Requirements, Oregon Administrative Rules, COUNTY financial procedures as contained in the *Countywide Contractor's Fiscal Policies and Procedures Manual* located at: <http://web.multco.us/finance/fiscal-compliance>, and applicable federal rules and regulations, including the Single Audit Act Amendment of 1996 (Public Law 104-156); other records shall be maintained to the extent necessary to clearly reflect any actions taken. Accounting records shall be up-to-date and shall accurately reflect all revenue by source, all expenses by object of

expense and all assets, liabilities and equities consistent with Generally Accepted Accounting Principles, Oregon Administrative Rules, and COUNTY procedures. Reports and fiscal data generated by the Contractor under this Contract shall be accessible to COUNTY upon request.

- b. Contractor represents that prices and costs established for each service under this Contract are reasonable and equitable. COUNTY shall have the right, at reasonable times during this Contract, to conduct site visits and audits of all Contractor's books, documents, papers, and records necessary to establish that such charges to COUNTY are reasonable in relation to costs incurred by Contractor in providing such services under this Contract. Contractor further agrees to provide access to all books, documents, papers, and records of Contractor which are pertinent to this Contract, including all centralized systems and records, and further, to allow the making of audits, examinations, excerpts, and transcripts. Such access shall be freely allowed to state, federal, and COUNTY personnel and their duly authorized agents. Contract costs disallowed as a result of such audits, reviews, or site visits shall be the sole responsibility of the Contractor. If a Contract cost is disallowed after reimbursement has occurred, the Contractor shall make prompt repayment of such cost.
- c. Contractor may be subject to a COUNTY administrative review to monitor compliance with the COUNTY'S administrative qualifications requirements as contained in the current version of the Administrative Requirements Packet.
- d. Contractor shall be subject to a COUNTY fiscal compliance review to monitor compliance with the COUNTY'S financial reporting and accounting requirements. The review shall be conducted periodically as described in the COUNTY'S *Countywide Contractor's Financial Policies and Procedures Manual*. If Contractor's corporate headquarters are out of state, Contractor agrees to pay travel costs incurred by COUNTY to conduct fiscal review. These costs include, but are not limited to, transportation to corporate headquarters, lodging, and meals.
- e. Contractor shall be subject to Audit Requirements pursuant to the *Countywide Contractor's Financial Policies and Procedures Manual*. Audits must meet criteria outlined in these Procedures.
- f. Contractor agrees that audits must be conducted by Certified Public Accountants who satisfy the independence requirements outlined in the rules of the American Institute of Certified Public Accountants (Rule 101 of the AICPA Code of Professional conduct, and related interpretation and rulings), the Oregon State Board of Accountancy, the independence rules contained within Government Auditing Standards (1994 Revision), and rules promulgated by other federal, state and local government agencies with jurisdiction over Contractor. Those rules require that the Certified Public Accountant be independent in thought and action with respect to organizations who engage them to express an opinion on Financial Statements or to perform other services that require independence.
- g. Contractor, if it is a state, local government or non-profit organization and a sub-recipient of federal funds, shall meet the audit requirements of OMB "Audits of States, Local Governments, and Non-Profit Organization", which implements the federal Single Audit Act Amendment of 1996, Public Law 104-156.

Limited Scope and Full Audits, including the Management Letter associated with the audit and all specifications identified in the COUNTY financial procedures (Contractor's Financial Policies and Procedures Manual) shall be submitted to the COUNTY within thirty (30) days from the date of the report, but in no case later than eight (8) months after the end of the Contractor's fiscal year. If Contractor's fiscal year ends during the term of this Contract, the audit may cover the Contractor's fiscal year. Failure to submit required audits and Management Letter by specified deadlines shall be cause for withholding of contract payments until audits are submitted.

- h. In the event that funds become unavailable to the COUNTY in the amounts anticipated, the COUNTY may, by amendment, reduce funding or terminate the Contract as appropriate. COUNTY shall notify Contractor as soon as it receives notice of reductions from the funding source(s).

4. **Resolution of Audit Findings.** Contractor shall establish and maintain systematic written methods to assure timely and appropriate resolution of review/audit findings and recommendations. If audit resolution guidance is not referenced for the scope of service or if guidance cannot be found in the statutes, then COUNTY shall allow Contractor to negotiate a timeline appropriate to the findings.

5. Indemnification of County Funding Source. In addition to Section 12 of the Standard Terms and Conditions of this Contract, if Contractor receives payment from funds received by COUNTY through contracts with the State or other external funding sources, the Contractor agrees to indemnify, defend, save and hold harmless the State of Oregon, other funding sources, and their agents and employees against all liability, loss, and costs arising from actions, suits, claims, or demands attributable to or allegedly attributable to acts or omissions of Contractor, its employees, agents, or subcontractors.

6. Indemnity and Hold Harmless. In addition to Section 11 of the Standard Terms and Conditions of this Contract, the Contractor shall defend, save, hold harmless, and indemnify the COUNTY, the schools and school districts in which they provide Schools Uniting Neighborhood (SUN) Community Schools services, their officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever.

7. Independent Contractor Status. Contractor is an independent contractor and is solely responsible for the conduct of its programs. Contractor, its employees and agents shall not be deemed employees or agents of COUNTY, State of Oregon, or the federal government for any purpose. Contractor is responsible for all federal, state, and local taxes and fees applicable to payments for services under this Contract.

8. Subcontracts and Assignment. Contractor expressly acknowledges responsibility for performance of any subcontractor chosen without prior COUNTY approval. Contractor shall require its subcontractors to comply in writing with the terms of this agreement concerning provision of services and provide the same assurances as the Contractor must in its use of federal and state funds.

9. Insurance and Bonding. In addition to the insurance requirements identified in Exhibit 2:

- a. All property and equipment purchased and received by Contractor under this Contract must be insured by Contractor against fire, theft, and destruction to assure continuation of contract services.
- b. The schools and school districts in which the Contractor provides Schools Uniting Neighborhood (SUN) Community School services, its agents, officers, directors, officials, and employees are Additional Insureds with respect to Contractor's services to be provided under this Contract.
- c. Contractor (except city, county, and state governments, municipalities, and public school districts) may be required to obtain and maintain at all times during the term of this Contract a fidelity bond (dishonesty policy) of not less than \$50,000 effective at the time the Contract commences, covering activities of all persons responsible for collection and expenditure funds.

10. Property Management. Contractor receiving funds specifically for property shall comply with the following:

- a. If Contractor purchases property valued at \$5,000 or more, solely with State funds received under this Contract, that property belongs to the State. If Contractor purchases property valued at \$5,000 or more, solely with COUNTY funds, that property belongs to the COUNTY. If Contractor purchases property valued at \$5,000 or more, in whole or in part with Federal funds that property belongs to the Federal Government.
- b. Contractor shall maintain the property and a property control system in compliance with federal regulations, 74.30-74.37 Property Standards. A physical inventory shall be conducted annually to verify existence of the property, current use, and continued need for the property.
- c. Within forty-five (45) calendar days of contract termination, Contractor shall transfer the property to COUNTY, state, or federal government, if so directed by the relevant funding source.
- d. Contractor is required to solicit and retain a minimum of three (3) written bids when making purchases of equipment or property valued at more than \$5,000 per item if Contractor is a non-governmental entity, or more than \$10,000 if Contractor is a governmental entity.

11. Record Retention. In addition to Section 8 of the Standard Terms and Conditions of this Contract, access to records, all books, documents, papers, or other records, including but not limited to client records, income documentation, statistical records, and supporting documents pertinent to this Contract shall be retained for six years from the date of expiration or termination of Contract, except as follows:

- a. If any audit questions remain unresolved at the end of this six year period, all records shall be retained until resolution.
- b. Records involving matters in litigation shall be kept no less than one year after resolution of all litigation, including appeals.
- c. The retention period for real property and equipment records starts from the date of the disposition, replacement, or transfer at the direction of the federal government.
- d. Records for any displaced person shall be retained for six years after such person has received final payment.
- e. Records pertaining to each real property acquisition shall be retained for six years after settlement of the acquisition or until disposition of the applicable relocation records, in accordance with paragraph d above, whichever is later.
- f. Records required to be maintained for periods longer than six years as required by statutes, regulations, State or federal codes.

12. Single Revenue Source. Contractor shall not be compensated for work performed under this Contract from any other COUNTY, state, or federal division or agency. Funding under this Contract shall not be used to reduce substantially the amount of private funding available for Contract services before Contract funds became available.

REPORTING AND DATA COLLECTION

1. Program Reporting Requirements.

- a. Contractor shall prepare and furnish such plans, demographic, service delivery and outcome data, reports, and descriptive information as may be requested by COUNTY. Contractor grants the COUNTY the right to reproduce, use, and disclose all or part of these plans, reports, data, and technical information.
- b. Contractor shall use the service definitions and the standardized forms provided by COUNTY for recording and reporting purposes.
- c. Program reports shall be completed accurately in conformance with the guidelines and monitoring directions provided by COUNTY. Program reports which are not received by the time specified or are substantially incorrect may result in delayed payment.
- d. All final program reports shall be submitted to the COUNTY by the thirtieth (30th) calendar day following the end of the effective period for that program or by the deadline as described by the Program Instructions or whichever comes first.

2. Data Collection.

- a. Contractors receiving funding through the Divisions must participate in the ServicePoint data collection system or other data collection systems as determined by DCHS.
- b. All data shall be entered no later than the 15th calendar day of each month following the month services were provided.
- c. Contractor will assure that all minimum required questions or data fields are complete. Contractor is expected to make corrections to data as required by YFSD within seven (7) days. Failure to submit accurate data on time may lead to sanctions such as holding payment of invoices for service delivery or notice of failure to comply with contract.
- d. DCHS Contractors using ServicePoint agree to share client data with participating agencies, must complete and comply with the Agency Participation Agreement, and review and sign all relevant User Policy and Procedures forms developed under the auspices of NW Social Service Connections, a joint effort of the City of Portland and Multnomah County, for the purposes of using

ServicePoint. In addition, Contractors using ServicePoint must inform clients of their data privacy rights and post a Privacy Notice in an area clearly visible to agency clients. Clients may not be denied services based on their choice to withhold their consent.

D. COMMUNITY DEVELOPMENT PROGRAM (CDBG PROGRAM) REQUIREMENTS

1. Client Eligibility. Contractor shall operate the project for the benefit of low and moderate income families for the term of the Contract. Low income is defined as 50% of federal median family income. Moderate income is defined as 80% of federal median family income.

2. Environmental Review. COUNTY retains environmental review responsibility for purposes of fulfilling requirements of the National Environmental Policy Act as implemented by the federal Department of Housing and Urban Development Environmental Review Procedures (24 CFR Part 58). COUNTY may require Contractor to furnish data, information, and assistance for the COUNTY'S review and assessment in fulfillment of the COUNTY'S responsibilities under 24 CFR Part 58. Project execution under this Contract by either COUNTY or Contractor shall not proceed until satisfaction of all applicable requirements of the National Environmental Policy Act.

3. Program Income. Contractor shall comply with the program income requirements set forth in 24 CFR Section 504(C). The receipt and expenditure of program income as defined in 24 CFR 570.500(a) shall be recorded as part of the financial transactions of the project(s) funded under this Contract. Program income shall be reported with any payment request and substantially disbursed for the benefit of the project(s) funded by this Contract in accordance with the principles of paragraph (b)(2)(i) and (ii) of 24 CFR 570.504. Program income which is not used to continue or benefit such project(s) shall revert back to COUNTY for reallocation. COUNTY shall determine whether income is being used to continue or benefit the project(s) authorized by this Contract. Program income on hand when the Contract expires or received after the Contract's expiration shall be repaid to the COUNTY.

4. Project Operation. Contractor agrees to maintain and operate the project(s) under this Contract for eligible activities pursuant to Department of Housing and Urban Development regulations. In the event the Contractor fails to so maintain and operate the project(s), the COUNTY may, at its option, take possession of the project(s) and operate and maintain the project(s) for any lawful purpose.

5. Property Interest.

a. For agencies which are not municipal corporations, it may become necessary to grant the COUNTY a property interest where the project under contract calls for the acquisition, construction, reconstruction, rehabilitation, or installation of publicly-owned facilities and improvements.

b. If acting on behalf of the COUNTY, private nonprofit entities using federal Department of Housing and Urban Development (HUD) funds for the purposes described in 24 CFR, Section 570.201, will be required to operate such facilities so as to be open for the use of the general public during all normal hours of operation.

c. Upon expiration of the Contract, Contractor shall ensure that any real property under the Contractor's control that was acquired or improved in whole or in part with Community Development Block Grant funds in excess of \$25,000 is either:

i. Used to meet one of the national objectives in 24 CFR Section 570.901 until six years after expiration of the Contract; or

ii. Disposed of in a manner that results in the COUNTY being reimbursed in the amount of the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of or improvement to the property.

6. Purchasing Requirements. To the greatest extent feasible, Contractor shall purchase supplies and services for activities under this Contract from vendors and contractors whose businesses are located in the area served by COUNTY funded activities or owned in substantial part by project area residents, per Section 3, Housing and Community Development Act of 1968, as amended.

7. CDBG Record Retention. Contractor shall maintain the following records for a period no less than six years after project closeout as reported in the annual performance report.

2/12/2018 CAO

- Citizen participation records
- Equal opportunity records
- Other records as directed by COUNTY

Citizen participation records shall document:

- The process used to inform citizens concerning the amount of funds available and any substantive changes
- Ranges of project activities undertaken, and
- Opportunities to participate in funded projects.

Equal opportunity records shall document extent to which the following categories of persons have participated in or benefited from the activities carried out under this contract:

- Racial
- Ethnic
- Female headed household data

Contractor shall also maintain data recording its affirmative action in equal opportunity employment and its good faith efforts to identify, train, or hire lower-income residents of the project area and to use business concerns which are located in or owned in substantial part by persons residing in the project area. (Federal requirement Section 3.)

ATTACHMENT D: CERTIFICATES

COMPLIANCE WITH SPECIFIC STATE AND FEDERAL REQUIREMENTS

Contractor expressly agrees to comply with all laws, regulations and Executive Orders to the extent they are applicable to the Contract, including all requirements of state, Civil Rights and Rehabilitation statutes, rules and regulations; all state laws governing operation of Community Mental Health Programs; all state laws requiring reporting of Client Abuse, and all state laws and regulations established in the construction, remodeling, maintenance and operation of any structures and facilities and in the conduct of all programs, services and training associated with the delivery of services. These laws, regulations and Executive Orders are incorporated by reference to the extent that they are applicable to the Contract and required by law to be so incorporated.

When applicable, Contractor agrees to comply with the specific federal and state requirements set forth below. This list is not intended to be a complete list of all federal and state requirements that may apply to Contractor.

1. **Accessibility.** Contractor shall comply with the Americans with Disabilities Act of 1990 (codified at 42 USC 12131 et. seq., ORS 447.210 to ORS 447.310, ORS 659A.142, ORS 659A.145), and all regulations and administrative rules established pursuant to those laws, in the construction, remodeling, maintenance, and operation of any structures and facilities, and in the conduct of all programs, services, training, educational or otherwise, associated with the delivery of services by Contractor.
2. **Application, Acceptance, Use and Audit of Federal and State Funds.** For federal funds, Contractor agrees to comply with: 2 CFR, Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and applicable Appendix.

For state funds, Contractor agrees to comply with Oregon Administrative Rules Audit Guidelines (OAR 309-013-0120 through OAR 309-013-0220), Fraud and Embezzlement (309-013-0075 through 309-013-0105), and Standards for Management of Community Mental Health and Developmental Disability Programs (OAR 309-014-0020 through 309-014-0040).

3. **Client Records and Disclosure Requirements.** For Contracts with Mental Health, Alcohol and Drug, and Developmental Disability service providers: To the extent Contractor provides any service whose costs are paid in whole or in part by Medicaid, Contractor shall comply with the federal and state Medicaid statutes and regulations applicable to the services including but not limited to: Keeping such records as may be necessary to disclose the extent of services furnished to Clients and upon request furnish such records or other information to the Oregon Health Authority, the Medicaid Fraud Control Unit of the Oregon Department of Justice and the Secretary of Health and Human Services.

Contractor shall comply with all disclosure requirements of 42 CFR 1002.3(a) and 42 CFR Part 455, Subpart (B), comply with any advance directive requirements specified in 42 CFR Section 431.107 (b)(4) and comply with certification requirements of 42 CFR Section 455.18 and 455.19.

4. **Displaced Persons.** Contractor agrees to comply with the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (Public Law 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal and federally assisted programs.
5. **Drug-Free Workplace.** Contractor certifies that it will provide a drug-free workplace in compliance with the federal "Anti-Drug Abuse Act of 1988" (PL 100-690) by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing a drug-free awareness program to inform employees about 1) the dangers of drug abuse in the workplace; 2) Contractor's policy of maintaining a drug-free workplace; 3) any available drug counseling, rehabilitation, and employee assistance programs; and 4) the penalties that may be imposed upon employees for drug abuse violations;
 - c. Making it a requirement that each employee to be engaged in the performance of this Contract be given a copy of the statement required above;
 - d. Notifying the employee in the statement required above, that as a condition of employment on such Contract, the employee shall abide by the terms of the statement and notify the employer of any criminal

- drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
 - e. Notifying the County within ten (10) days after receiving notice under paragraph d. above from an employee or otherwise receiving actual notice of such conviction;
 - f. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by section 5154 of the Anti-Drug Abuse Act of 1988;
 - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. through f. above.
6. **Energy Conservation.** Contractor agrees to comply with all standards and policies relating to energy efficiency that are contained in any approved State of Oregon energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 USC 6201 et seq., PL 94-163).
7. **Environmental Protection.**
- a. Contractor ensures that if the sums payable under this Contract exceed one hundred thousand dollars (\$100,000), Contractor shall comply with all applicable standards, orders, and requirements issued under Section 306 of the Clean Air Act (42 USC 7606), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR part 15). Contractor additionally agrees to promptly report all infractions to the state, federal grantor agency, United States Department of Health and Human Services, and to the U.S. Environmental Protection Agency.
 - b. Contractor ensures that facilities under its ownership, lease, or supervision which shall be used in the accomplishment of services under this Contract are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it shall notify the Department of Energy or Department of Health and Human Services of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
 - c. Contractor will comply with all mandatory standards and policies that relate to resource conservation and recovery pursuant to the Resource and Recovery Act. Current guidelines are set forth in 40 CFR Parts 247-253.
 - d. Energy Efficiency. Contractor shall comply with applicable mandatory standards and policies relating to energy efficiency contained in the Oregon energy conservation plan issued in compliance with the Energy Policy and Conservation Act U.S.C. 6201 et. seq. (PL 94-163).
8. **Equal Employment Opportunity.** If this Contract, including Amendments, is for more than \$10,000, then Contractor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).
9. **Federal Alcohol & Drug Abuse and Mental Health Block Grant.** Contractor shall comply with federal rules and statutes pertaining to the Substance Abuse, Prevention, and Treatment Block Grant, including the reporting provisions of the Public Health Services Act (42 USC 300x through 300x-66). Regardless of funding source, to the extent Contractor provides any substance abuse prevention or treatment services, Contractor shall comply with the confidentiality requirements of 42 CFR Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records.
10. **Flood Insurance.** Contractor agrees to comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (PL 93-234) which requires purchase of flood insurance in communities where such insurance is available, as a condition for receipt of any federal financial assistance for construction or acquisition in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.
11. **Historic Preservation.** Contractor agrees to assist the Department of Energy or Department of Health and Human Services in their compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC Section 470 et seq.) by: a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by activity under this Contract and notifying the appropriate federal department of the existence of any such properties; and b) complying with all requirements established by the Department of Energy or Department of Health and Human Services to avoid or mitigate adverse effects upon such properties.

12. **Lead-Based Paint Poisoning.** Whenever funds under this Contract are used directly or indirectly for construction, rehabilitation, or modernization of residential structures, Contractor shall comply with the HUD Lead-Based Paint regulations (24 CFR Part 35) issued pursuant to the Lead-Based Paint Poisoning Act (42 USC Sections 4831 et seq.) requiring prohibition of the use of lead-based paint; elimination of immediate lead-based paint hazards in residential structures; and notification of the hazards of lead-based paint poisoning to purchasers and tenants of residential structures constructed prior to 1978.
13. **Oregon Tax Laws.** Contractor assures, under penalty of perjury, that it is not in violation of any Oregon tax laws. For the purposes of this certificate, "Oregon tax laws" include: the State inheritance tax, personal income tax, withholding tax, corporation income and excise taxes, amusement device tax, the homeowner's and renter's property tax relief program and local taxes administered by the Department of Revenue (Multnomah County Business Income Tax, Tri-Metropolitan Transit District Employer Payroll Tax, and Tri-Metropolitan Transit District Self-Employment Tax).
14. **Pro-Children Act of 1994.** The Pro-Children Act of 1994 (codified at 20 USC Section 6081 et. seq. and previously known as the Pro-Children Act of 1994 [PL 103.227]) requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for, by an entity, and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan, or loan guarantees. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds.

The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where Women, Children and Infants (WIC) coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation.

15. **Special Federal Requirements Applicable to Addiction Services.**

- a. **Women's Services.** If Contractor provides A&D 61 or A&D 62 Services, Contractor must:
 - (i) Treat the family as a unit and admit both women and their children if appropriate.
 - (ii) Provide or arrange for the following services to pregnant women and women with dependent children:
 - (a) Primary medical care, including referral for prenatal care;
 - (b) Pediatric care, including immunizations, for their children;
 - (c) Gender-specific treatment and other therapeutic interventions, e.g. sexual and physical abuse counseling, parenting training, and child care;
 - (d) Therapeutic interventions for children in custody of women in treatment, which address, but are not limited to, the children's developmental needs and issues of abuse and neglect; and
 - (e) Appropriate case management services and transportation to ensure that women and their children have access to the services in (a) through (d) above.
- b. **Pregnant Women.** If Contractor provides any A&D Services other than A&D 70 Services, Contractor must:
 - (i) Within the priority categories, if any, set forth in a particular Service Description, give preference in admission to pregnant women in need of treatment who seek, or are referred for, and would benefit from, such services;
 - (ii) Perform outreach to inform pregnant women of the availability of treatment services targeted to them and the fact that pregnant women receive preference in admission to these programs;
 - (iii) If Contractor has insufficient capacity to provide treatment services to a pregnant woman, refer the woman to another provider with capacity or if no available treatment capacity can be located, refer the woman to the State Addictions and Mental Health (AMH) Division for referral to another provider in the state.
- c. **Intravenous Drug Abusers.** If Contractor provides any A&D Services other than A&D 70 Services, Contractor must:

- (i) Within the priority categories, if any, set forth in a particular Service Description and subject to the preference for pregnant women described above, give preference in admission to intravenous drug abusers;
 - (ii) Programs that receive funding under the grant and that treat individuals for intravenous substance abuse, upon reaching 90 percent of its capacity to admit individuals to the program, must provide notification of that fact to the State within seven (7) days.
 - (iii) If Contractor receives a request for admission to treatment from an intravenous drug abuser, Contractor must, unless it succeeds in referring the individual to another provider with treatment capacity under the circumstances described in (2) above, admit the individual to treatment not later than:
 - (a) 14 days after the request for admission to Contractor's is made; or
 - (b) 120 days after the date of such request if no provider has the capacity to admit the individual on the date of such request and, if interim services are made available not less than 48 hours after such request
 - (iv) For purposes of (iii) above, "interim services" means:
 - (a) Services for reducing the adverse health effects of such abuse, for promoting the health of the individual, and for reducing the risk of transmission of disease, including counseling and education about Human Immunodeficiency Virus (HIV) and tuberculosis (TB), the risks of needle sharing, the risks of transmission of disease to sexual partners and infants, and steps that can be taken to ensure that HIV and tuberculosis transmission does not occur;
 - (b) Referral for HIV or TB treatment Services, where necessary; and
 - (c) Referral for prenatal care if appropriate, until the individual is admitted to a provider's services.
 - (d) If Contractor treats recent intravenous drug users (those who have injected drugs within the past year) in more than one-third of its capacity, Contractor shall carry out outreach activities to encourage individual intravenous drug abusers in need of such treatment to undergo treatment, and shall document such activities.
- d. **Infectious Diseases.** If Contractor provides any A&D Services other than A&D 70 Services, Contractor must:
- (i) Complete a risk assessment for infectious disease including HIV and tuberculosis, as well as sexually transmitted diseases, based on protocols established by the State, for every individual seeking services from Contractor; and
 - (ii) Routinely make tuberculosis services available to each individual receiving services for alcohol/drug abuse either directly or through other arrangements with public or nonprofit entities and, if Contractor denies an individual admission on the basis of lack of capacity, refer the individual to another provider of tuberculosis services.
 - (iii) For purposes of (ii) above, "tuberculosis services" means:
 - (a) Counseling the individual with respect to tuberculosis;
 - (b) Testing to determine whether the individual has contracted such disease and testing to determine the form of treatment for the disease that is appropriate for the individual; and
 - (c) Appropriate treatment services.
- e. **State of Oregon Health Authority Referrals.** If Contractor provides any A&D Services other than A&D 70 services, Contractor must, within the priority categories, if any, set forth in a particular Service Description and subject to the preference for pregnant women and intravenous drug users described above, give preference in A&D service delivery to persons referred by the State.
- f. **Barriers to Treatment.** Where there is a barrier to delivery of an A&D Service due to culture, gender, language, illiteracy, or disability, Contractor shall develop support services available to address or overcome the barrier, including:
- (i) Providing, if needed, hearing impaired or foreign language interpreters.
 - (ii) Providing translation of written materials to appropriate language or method of communication.
 - (iii) Providing devices that assist in minimizing the impact of the barrier.
 - (iv) Not charging Clients for the costs of measures, such as interpreters, that are required to provide nondiscriminatory treatment.

- g. **Misrepresentation.** Contractor shall not knowingly or willfully make or cause to be made any false statement or representation of a material fact in connection with the furnishing of items or services for which payments may be made by the State.
 - h. **Oregon Residency.** A&D Services funded through this Contract may only be provided to residents of Oregon. Residents of Oregon are individuals who live in Oregon. There is no minimum amount of time an individual must live in Oregon to qualify as a resident so long as the individual intends to remain in Oregon. A child's residence is not dependent on the residence of his or her parents. A child living in Oregon may meet the residency requirement if the caretaker relative with whom the child is living is an Oregon resident.
 - i. **Tobacco Use.** If Contractor has A&D Services treatment capacity that has been designated for children, adolescents, pregnant women, and women with dependent children, Contractor must implement a policy to eliminate smoking and other use of tobacco at the facilities where the services are delivered and on the grounds of such facilities.
 - j. **Client Authorization.** Contractor must comply with 42 CFR Part 2 when delivering an addiction service that includes disclosure of Client information for purposes of eligibility determination, CPAs, PPAs or SEPA Adjustments. Contractor must obtain Client authorization for disclosure of billing information, to the extent and in the manner required by 42 CFR Part 2, before a disbursement claim is submitted with respect to delivery of an addiction service to that individual.
16. **Nondiscrimination- Part 1.** Contractor hereby certifies that, to the best of its knowledge, it is in compliance, when applicable, with Federal, State, and local laws, rules, and regulations governing equal employment opportunity and nondiscrimination, including:
- a. Health and Human Services, 45 CFR, Part 74, Administrative Requirements For Awards and Subawards to Institutions of Higher Education, Hospitals, Other Non-Profit Organizations and Commercial Organizations and/or 24 CFR Parts 85 Housing and Urban Development's Administrative Requirements For Grants to State, Local and Federally Recognized Indian Tribal Governments and/or Housing and Urban Development's 24 CFR Part 570, Community Development Block Grants, as applicable to the services performed in this Contract.
 - b. Executive Order 11063 and Executive Order 11246, "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Federal Acquisition Regulations 48 CFR part 1520 and Department of Labor Regulations 41 CFR Part 60, Executive Order 12, 086 of the President of the United States as set forth in 41 CFR Part 60.
 - c. Titles VI and VII, Civil Rights Act of 1964 (42 USC Section 2000d) as amended.
 - d. Title VIII, Civil Rights Act of 1968 as amended by Fair Housing Amendments Act of 1988.
 - e. Title XIX, Social Security Act.
 - f. Section 775, Federal Energy Administration Act of 1974.
 - g. Section 401, Energy Reorganization Act of 1974.
 - h. Title IX, Education Amendments of 1972, as amended.
 - i. Section 503 and 504, Rehabilitation Act of 1973 as amended and as implemented by 45 CFR Section 84.4.
 - j. Age Discrimination Act of 1975 as amended and the Age Discrimination In Employment Act of 1967 as amended.
 - k. Department of Energy Organization Act of 1977.
 - l. Energy Conservation and Production Act of 1976, as amended.
 - m. Americans with Disabilities Act of 1990, as amended, Public Law 101-336 and enacting regulations of the EEOC and Department of Justice.
 - n. Section 109, Housing and Community Development Act of 1974.
 - o. Section 3 of the Housing and Urban Development Act of 1968.
 - p. Multnomah County Ordinance 23.604 (B) (m) and Code of the City of Portland, Title 23, Chapter 23.01.
 - q. Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended.
 - r. Health Insurance Portability and Accountability Act (HIPAA).
17. **Nondiscrimination- Part 2.** Contractor assures that it will, by the effective date of this Contract:
- a. Formally adopt a Nondiscrimination Policy that is equivalent to the County's, or its essential content, through Board of Director action;
 - b. Assure that all programs, activities, and services are not exclusive but rather are open and accessible to all eligible participants;

- c. Incorporate principles of the Nondiscrimination Policy in agency publicity and printed materials directed to program participants, employees, and applicants, including but not limited to: 1) statements of nondiscrimination, such as "Equal Opportunity Employer", in general information such as program brochures, annual reports, plans, and job announcements; and 2) posting Nondiscrimination Policy or its equivalent in a prominent public location;
 - d. Ensure that agency hiring practices eliminate pre-employment inquiries related to general health or disability questions;
 - e. Train staff or provide training for staff on needs of minorities and persons with speech, hearing, vision, and mobility impairments on issues such as: communication skills, community resources for minority elderly and persons with disabilities, availability and use of auxiliary aids, cross-cultural differences;
 - f. Develop internal procedures to ensure access to information on existence and location of services, activities, and accessible facilities to persons with speech, hearing, vision, or mobility impairments, and to persons with limited spoken English or reading skills;
 - g. Assure that no recipient or other persons shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privileges secured by this policy, or because he/she has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this policy. The identity of complainants shall be kept confidential except to the extent necessary to carry out the purposes of this policy.
18. **Debarment, Suspension, and Other Responsibility Matters.** In accordance with Executive Orders 12549 and 12689 addressing "Debarment and Suspension" (see 2 CFR Part 180), Contractor certifies to the best of its knowledge and belief that neither it nor any of its principles:
- a. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have within a three (3) year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in subparagraph b. of this certification; and
 - d. Have within a three (3) year period preceding this Contract had one or more public transactions (federal, state, or local) terminated for cause or default.
 - e. Where the prospective Contractor is unable to certify to any of the statements in this certification, such prospective Contractor shall attach an explanation to this Contract.
19. **Lobbying for Funds.** Pursuant to the requirements of Section 1352 of Public Law 101-121, the Contractor certifies, by signing this Contract, to the best of its knowledge and belief, that:
- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Contractor agrees to complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.
 - c. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
 - d. No part of any federal funds paid to Contractor under this Contract shall be used other than for normal and recognized executive legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any video presentation designed to support or defeat the enactment of legislation

before the United States Congress or any State or local legislature or legislative body, except in presentation to Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

- e. No part of any federal funds paid to Contractor under this Contract shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the United States Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships, or participation by an agency or officer of a State, local, or Tribal government in policymaking and administrative processes within the executive branch of that government.
 - f. The prohibitions in subsection (b) of this section shall include any activity to advocate or promote any proposed, pending or future Federal, State, or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.
 - g. No part of any federal funds paid to Contractor under this Contract may be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act except for normal and recognized executive congressional communications. This limitation shall not apply when there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.
20. **Health Insurance Portability and Accountability Act of 1996, as amended, or the federal regulations implementing the Act (collectively referred to as HIPAA).**
- a. If this Contract includes an Attachment H (HIPAA Business Associate), Contractor is a "business associate" for the purposes of the provisions of HIPAA.
 - b. If this Contract does not include an Attachment H (HIPAA Business Associate), Contractor shall develop and implement such policies and procedures, as required by HIPAA, and/or other federal, state or local laws, rules and regulations applicable to the work performed under this Contract. Contractor shall not use or disclose any Individually Identifiable Health Information in a manner that would violate Oregon Health Authority Privacy Rules, OAR 407-014-0000 et seq.

EXHIBIT 2
MULTNOMAH COUNTY SERVICES CONTRACT
Contract No. DCHS-SVCSGEN-10498-2019
INSURANCE REQUIREMENTS

Contractor shall at all times maintain in force at Contractor's expense, each insurance noted below: **

Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage in accordance with ORS Chapter 656 or CCB (Construction Contractors Board) for all subject workers. Contractor and all subcontractors of Contractor with one or more employees must have this insurance unless exempt under ORS 656.027(See Exhibit 4).

Employer's Liability Insurance with coverage limits of not less than \$500,000 must be included.

THIS COVERAGE IS REQUIRED. If Contractor does not have coverage, and claims to be exempt, attach Exhibit 4 in lieu of Certificate. Out-of-state Contractors with one or more employees working in Oregon in relation to this contract must have Workers' Compensation coverage from a state with extraterritorial reciprocity, or they must obtain Oregon specific Workers' Compensation coverage. ORS 656.126.

Professional Liability insurance covering any damages caused by error, omission or any negligent acts of the Contractor, its subcontractors, agents, officers, or employees performance under this Contract. Combined single limit per occurrence shall not be less than \$1,000,000. Annual aggregate limit shall not be less than \$2,000,000. The aggregate limit can be met with Excess/Umbrella Liability coverage.

If this box is checked the limits shall be \$1,000,000 per occurrence and \$1,000,000 in annual aggregate.

Required by County Not required by County (Needs Risk Manager's Approval)

Commercial General Liability insurance with coverages satisfactory to the County, on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, with an annual aggregate limit of \$2,000,000. Coverage may be written in combination with Automobile Liability Insurance (with separate limits). The aggregate limit can be met with Excess/Umbrella Liability coverage.

If this box is checked the limits shall be \$X,000,000 per occurrence and \$X,000,000 in annual aggregate.

If this box is checked the State of Oregon shall also be named as an Additional Insured.

Required by County Not required by County (Needs Risk Manager's Approval)

Commercial Automobile Liability covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). Combined single limit per occurrence shall not be less than \$1,000,000.

If this box is checked the limits shall be \$X,000,000 per occurrence.

If this box is checked the State of Oregon shall also be named as an Additional Insured.

Required by County Not required by County (Required if vendor is transporting and/or driving as part of performing the duties specified in the contract)

Additional Requirements: Coverage must be provided by an insurance company authorized to do business in Oregon or rated A- or better by Best's Insurance Rating. Contractor shall pay all deductibles and retentions. Contractor's coverage will be primary in the event of loss.

Tail Coverage - If any of the liability insurance coverages shown are on a "claims made" basis, "tail" coverage will be required at the completion of the Contract for a duration of 24 months, or the maximum time period reasonably available in the marketplace. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for 24 months following Contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage provided its retroactive date is on or before the effective date of the Contract. If continuous "claims made" coverage is used, Contractor shall keep the coverage in effect for duration of not less than 24 months from the end of the Contract. This will be a condition of Final Acceptance.

Certificate of Insurance Required: Contractor shall furnish a current Certificate of Insurance to the County. Contractor shall provide renewal Certificates of Insurance upon expiration of any of the required insurance coverages. Contractor shall immediately notify the County of any change in insurance coverage. The Certificate shall also state the deductible or retention level.

The County must be listed as an Additional Insured by Endorsement on any General Liability Policy on a primary and non-contributory basis. Such coverage will specifically include products and completed operations coverage. The Certificate shall state the following in the description of operations: "Additional Insured Form (include form number) attached. This form is subject to policy terms, conditions and exclusions." A copy of the additional insured endorsement shall be attached to the certificate of insurance required by this contract. Certificate shall also provide that the County, the schools and school districts in which the Contractor provides SUN Community School services, its agents, officers, directors, officials, and employees are Additional Insureds with respect to Contractor's services to be

provided under this Contract. If requested, complete copies of insurance policies shall be provided to the County. Certificate holder should be: Multnomah County Risk Management, 501 SE Hawthorne Blvd, Suite 400, Portland, OR 97214.

Where in the County to send your Certificate of Insurance. Risk Management has an email address that all insurance certificates should be sent to: insurance@multco.us. Additional originals, hard copies, or faxes are not necessary.

****Note to Contract Originator:** Additional insurance may be required for certain types of contracts. Refer to the Contract Insurance and Indemnification Manual or contact Risk Management/Property & Liability Programs. Coverage limits may be modified to higher levels, based upon the needs of the contract without Risk Management review but any lower levels of coverage must be approved by Risk Management.

Completed by: Anne Peterson
Contract Originator

EXHIBIT 3

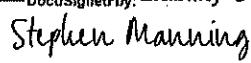
MULTNOMAH COUNTY SERVICES CONTRACT Contract No. DCHS-SVCSGEN-10498-2019

Certification Statement for Corporation or Independent Contractor

NOTE: Contractor Must Complete A or B below:

A. CONTRACTOR IS A CORPORATION, LIMITED LIABILITY COMPANY, OR A PARTNERSHIP.
I certify under penalty of perjury that Contractor is a (check one).

Corporation Limited Liability Company Partnership Non-Profit Corporation authorized to do business in the state of Oregon

Signature 
3E2691AEE63C459..

Title: Executive Director

Date: 2/15/2019

B. CONTRACTOR IS A SOLE PROPRIETOR WORKING AS AN INDEPENDENT CONTRACTOR.

Contractor certifies under penalty of perjury, that the following statements are true:

1. If CONTRACTOR is providing services under this Contract for which registration is required under ORS Chapter 671 (architects and landscape contractors) or 701 (construction contractors), CONTRACTOR has registered as required by law.
2. CONTRACTOR is free to determine and exercise control over the means and manner of providing the service, subject to the right of the County to specify the desired results.
3. CONTRACTOR is responsible for obtaining all licenses or certifications necessary to provide the services.
4. CONTRACTOR is customarily engaged in providing services as an independent business.
CONTRACTOR is customarily engaged as an independent contractor if at least three of the following statements are true.

NOTE: Check all that apply. You must check at least three (3) to establish that you are an independent contractor.

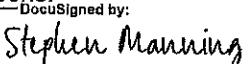
A. CONTRACTOR's services are primarily carried out at a location that is separate from CONTRACTOR's residence or primarily carried out in a specific portion of the residence which is set aside as the location of the business

B. CONTRACTOR bears the risk of loss related to the services provided under this Contract.

C. CONTRACTOR provides services to two or more persons within a 12-month period or Contractor routinely engages in business advertising solicitation or other marketing efforts reasonably calculated to obtain new contracts for similar services.

D. CONTRACTOR makes a significant financial investment in the business.

E. CONTRACTOR has authority to hire additional persons to provide the services and has authority to fire such persons.

Contractor Signature 
3E2691AEE63C459..

Date: 2/15/2019

Multnomah County, Department of County Human Services
Service Contract No. DCHS-SVCSGEN-10498-2019
SAMPLE
Exhibit 6B - Annual Budget Report Form

For Fiscal Year or Time Period from ____ / ____ / ____ to ____ / ____ / ____

Page ____ of ____

Contractor: _____ Address: _____

EXPENDITURES

PERSONNEL

1. Salaries & Wages
2. Overtime
3. Fringe
4. Volunteers

SUBTOTAL PERSONNEL

DIRECT MATERIALS & SERVICES

5. Professional Services
6. Printing
7. Utilities
8. Telephone
9. Equipment Rental
10. Space Rent
11. Repairs
12. Postage
13. Office Supplies
14. Education & Training
15. Mileage
16. Insurance
17. Data Processing
18. Dues & Subscriptions
19. Sub Awards < \$25k

SUBTOTAL DIRECT MATERIALS &

INDIRECT COSTS

20. Overhead / Admin

OTHER COSTS

21. Client Assistance
20. Capital Expenditures
21. Sub Awards > \$25k

TOTAL EXPENDITURES

I certify that I am an authorized representative of the above organization. I understand that DCHS requires a revised budget to be submitted for approval if any line item changes more than 20% or \$1,000. I understand that all actual costs reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and funding regulations.

AGENCY SIGNATURE: _____ DATE: _____

NAME (Print): _____ TITLE: _____ PHONE: _____

OFFICIAL USE ONLY

Program: _____ Date: _____

Signature: _____ Date: _____

Manager Signature: _____ Date: _____

MEMORANDUM OF UNDERSTANDING

Regarding the Equity Corps of Oregon

This Memorandum of Understanding sets forth the terms and understanding between Innovation Law Lab and, individually, Catholic Charities of Oregon (CC) and Immigrant & Refugee Community Organization (IRCO).

I. Recitals

1. On February 15, 2019, the County of Multnomah and Innovation Law Lab entered into a Universal Representation Project grant agreement, in which Innovation Law Lab agreed to fund the equivalent of one full time attorney at each of two Legal Service Providers for the duration of one year to provide immigration removal legal services. This agreement (the "County Contract") its 5 exhibits and 3 attachments are attached to this MOU and incorporated herein as Exhibit A.
2. The County Contract is integrally related to the City of Portland's grant award of 2018 for Universal Representation ("City Grant"). The Exhibits from the City Grant (identified as Exhibit A and B in the original City Grant) are attached to this MOU as Exhibit C and hereby incorporated as to their descriptions of the project and scope of work.
3. Innovation Law Lab as the County's lead agency, will receive and distribute the County allocation of \$290,000 for the Universal Representation Project on behalf of the Equity Corps partner organizations, Catholic Charities and IRCO.
4. Catholic Charities and IRCO are hereby designated, individually, as Legal Service Providers for purposes of this MOU and will perform services as outlined in Exhibit B (Scope of Work for Legal Service Providers) in order to accomplish the objectives of the Equity Corps. For purposes of this MOU, each organization is referred to as an Equity Corps Participant(s) or EC Participant(s).
5. Innovation Law Lab is hereby designated as the Clearinghouse and will perform services as outlined in Exhibit B (Scope of Work for the Clearinghouse) in order to accomplish the objectives of the Equity Corps. For purposes of this MOU, Innovation Lab is referred to as an Equity Corps Participant or EC Participant.

6. The objectives of the Equity Corps, as set forth in the Defend Everyone report, are to provide universal representation to noncitizens who are in danger of removal.

II. Purpose

This MOU identifies the roles and responsibilities of Innovation Law Lab and the Equity Corps Participants pursuant to Innovation Law Lab's contract with the County of Multnomah. The County Contract, sets out the goals for the program.

III. Activities

To accomplish the above goals, the Legal Service Provider EC Participants shall provide the services corresponding to their roles as a Legal Service Provider (the "Services"), as described in Exhibit B.

After execution of the MOU and upon receipt of funding from the County, Innovation Law Lab shall pay each EC Participant for the Services as specified in Section IV, below. Each EC Participant agrees that it shall be solely responsible for the compensation of its employees and subcontractors, and for compliance with state and federal employment laws.

IV. Fund Distribution and Payment Schedule

Pursuant to the County Contract's Budget, the total payment to each Legal Service Provider over the year will be \$118,650, and the total payment to the Clearinghouse will be \$52,700. Innovation Law Lab and the EC Participant agree to work together to timely comply with the reporting requirements set forth in Exhibit A.

Payment will be in one lump sum. Over the course of this MOU and the County Contract, each EC Participant shall use the funds to employ one FTE direct service attorney; to provide pro se services, and for administrative, managerial and support services, as set forth in Exhibit A and Exhibit B. The EC Participant shall not use funds for any other purpose.

V. Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from Innovation Law Lab and each individual EC Participant. The MOU shall become effective upon signature by authorized representatives from each organization, and will remain in effect until the end of the contract period, as awarded by the County of Multnomah. Each EC Participant may terminate this MOU and/or any Scope of Work upon written notice to Innovation Law Lab. In the event of termination, the EC Participant will promptly return to Innovation Law Lab all unexpended funds, though an early termination will not relieve the EC Participant from its reporting requirements for any expended funds.

VI. Additional Services, Changes in Service, Force Majeure

EC Participant and Innovation Law Lab may agree to additional Services or new terms of payment by entering into a new Scope of Work. If the County proposes any change in the contract, contract amounts, or scope of work, Innovation Law Lab shall promptly inform each EC Participant by email of the proposed change, and provide each EC Participant with an opportunity to fully participate in any negotiations regarding the proposed change. Each EC Participant must agree to any change proposed by the County before Innovation Law Lab may agree to the County's proposed change on the EC Participants' behalf. Any changes proposed by Innovation Law Lab to the County must first be agreed upon by all EC Participants and Innovation Law Lab before being proposed to the County. If the contract amount set forth in Exhibit A increases or decreases during the MOU period, Innovation Law Lab shall, within five (5) days, notify each EC Participant by email of a change in the amount awarded, any explanation for said change, and shall increase or decrease payments according to the agreed upon percentage in the Scope of Work. Each EC Participant may terminate its obligation as a result of such increase or decrease upon written notice to Innovation Law Lab, and will promptly return to Innovation Law Lab any unexpended funds.

VI. Integration

With regard to payment and performance in service to the Equity Corps objectives, this MOU incorporates the entire agreement between the EC Participants and Innovation Law Lab. This MOU is executed in furtherance of the achievement of the Equity Corps goals. Acceptance or acquiescence in a course of performance rendered under this MOU shall not be relevant to determine the meaning of this MOU and no waiver by a party of any right under this MOU shall prejudice the waiving party's exercise of the right in the future.

This MOU takes effect upon the date it has been signed by all parties and will remain in effect until the end of the County Contract period, unless amended.

Signature: Lee Po Cha
Lee Po Cha (Mar 25, 2019)

Email: contracts@irco.org

Signature: Stephen W Manning
Stephen W Manning (Mar 25, 2019)

Email: stephen@innovationlawlab.org

EXHIBIT B SCOPE OF WORK

Effective Date: March 1, 2019

Project Scope Statement

This Universal Representation Project is a grant of \$290,000.00 from the County of Multnomah to implement and achieve the objectives of the Equity Corps. This Scope of Services outlines the work to be performed by organizations designated as Legal Service Providers and the organization designated as Clearinghouse.

A. Legal Service Providers

1. Designation of Legal Service Providers.

Immigration & Refugee Community Organization and Catholic Charities of Oregon are hereby designated as Legal Service Providers.

2. Deliverables

The undersigned Legal Service Provider shall deliver, at all times while the MOU is in effect: (a) direct legal services performed by at least one direct services attorney and (b) pro se support services.

a. Direct Service Attorney

The Direct Service Attorney is a full-time attorney who is properly licensed to perform immigration legal services in the immigration courts of the United States. The Direct Service Attorney represents individuals in the immigration courts of the United States and ancillary jurisdictions as necessary to achieve the objectives of the Equity Corps through collaborative representation. The Direct Service Attorney serves at least 20 clients annually. The Legal Service Provider shall allocate no less than 80% of the Direct Service Attorney's time to collaborative representation. The Legal Service Provider may designate no more than 20% of the Direct Service Attorney's time to work related to other immigrant legal services provided no such work creates conflicts with or impedes the collaborative representation.

b. Pro Se Support Services

The Legal Service Provider shall provide pro se services to individuals designated by the Clearinghouse as eligible.

B. Clearinghouse

1. Designation of Clearinghouse

Innovation Law Lab is hereby designated as the Clearinghouse.

2. Deliverables

The undersigned Clearinghouse shall deliver, at all times while the MOU is in effect: (a) the equivalent of one full time strategy support attorney, (b) technology support, (c) operations support, (d) case fund management.

a. Strategy Support Attorney

The Strategy Support Attorney is an attorney who is properly licensed to perform immigration legal services in the immigration courts of the United States. The Strategy Support Attorney provides strategic and tactical assistance to the Legal Service Providers in performing their roles under this MOU to achieve the objectives of the Equity Corps through collaborative representation and pro se support.

b. Technology

The Clearinghouse shall provide a case management and data management platform and ancillary support to the Legal Service Providers to accomplish the objectives of the Equity Corps.

c. Operations

The Clearinghouse shall provide operations management including coordination and reporting to accomplish the objectives of the Equity Corps.

d. Case Fund Management

The Clearinghouse shall manage the Case Fund.

3. Reporting

EC Participants agree to submit all outcomes, data, and evaluation required by the County Contract to Innovation Law Lab, as described in the County Contract, at least 15 days prior to the date that reports are due to the County. No reporting shall be required that is inconsistent with EC Participants' ethical and confidentiality duties to EC Participant clients. Innovation Law Lab agrees to notify EC Participant of any impending reporting due dates at least 45 days prior to the date that reports are due to the County. Innovation Law Lab agrees to submit all reporting to the County on or before the specified deadlines. Innovation Law Lab shall hold harmless EC Participant for any failure on its part to timely

submit required reports to the County. If the County' proposes amended reporting requirements, Innovation Law Lab shall promptly inform the LSP of the proposed change, and provide the LSP with an opportunity to fully participate in any negotiations regarding the proposed change. Each EC Participant must agree to any change proposed by the County before Innovation Law Lab may agree to the County's proposed change on the EC Participants' behalf. Any proposed changes by Innovation Law Lab must first be discussed with the LSP and agreed upon by each LSP and Innovation Law Lab before being proposed to the County. If the reporting requirements are amended, Innovation Law Lab and EC Participants agree to comply with the amended requirements. Innovation Law Lab and EC Participants agree to meet and confer in good faith to ascertain a mutually acceptable process for complying with reporting requirements.

MEMORANDUM OF UNDERSTANDING

Regarding the Equity Corps of Oregon

This Memorandum of Understanding sets forth the terms and understanding between Innovation Law Lab and, individually, Catholic Charities of Oregon (CC) and Immigrant & Refugee Community Organization (IRCO).

I. Recitals

1. On February 15, 2019, the County of Multnomah and Innovation Law Lab entered into a Universal Representation Project grant agreement, in which Innovation Law Lab agreed to fund the equivalent of one full time attorney at each of two Legal Service Providers for the duration of one year to provide immigration removal legal services. This agreement (the "County Contract") its 5 exhibits and 3 attachments are attached to this MOU and incorporated herein as Exhibit A.
2. The County Contract is integrally related to the City of Portland's grant award of 2018 for Universal Representation ("City Grant"). The Exhibits from the City Grant (identified as Exhibit A and B in the original City Grant) are attached to this MOU as Exhibit C and hereby incorporated as to their descriptions of the project and scope of work.
3. Innovation Law Lab as the County's lead agency, will receive and distribute the County allocation of \$290,000 for the Universal Representation Project on behalf of the Equity Corps partner organizations, Catholic Charities and IRCO.
4. Catholic Charities and IRCO are hereby designated, individually, as Legal Service Providers for purposes of this MOU and will perform services as outlined in Exhibit B (Scope of Work for Legal Service Providers) in order to accomplish the objectives of the Equity Corps. For purposes of this MOU, each organization is referred to as an Equity Corps Participant(s) or EC Participant(s).
5. Innovation Law Lab is hereby designated as the Clearinghouse and will perform services as outlined in Exhibit B (Scope of Work for the Clearinghouse) in order to accomplish the objectives of the Equity Corps. For purposes of this MOU, Innovation Lab is referred to as an Equity Corps Participant or EC Participant.

6. The objectives of the Equity Corps, as set forth in the Defend Everyone report, are to provide universal representation to noncitizens who are in danger of removal.

II. Purpose

This MOU identifies the roles and responsibilities of Innovation Law Lab and the Equity Corps Participants pursuant to Innovation Law Lab's contract with the County of Multnomah. The County Contract, sets out the goals for the program.

III. Activities

To accomplish the above goals, the Legal Service Provider EC Participants shall provide the services corresponding to their roles as a Legal Service Provider (the "Services"), as described in Exhibit B.

After execution of the MOU and upon receipt of funding from the County, Innovation Law Lab shall pay each EC Participant for the Services as specified in Section IV, below. Each EC Participant agrees that it shall be solely responsible for the compensation of its employees and subcontractors, and for compliance with state and federal employment laws.

IV. Fund Distribution and Payment Schedule

Pursuant to the County Contract's Budget, the total payment to each Legal Service Provider over the year will be \$118,650, and the total payment to the Clearinghouse will be \$52,700. Innovation Law Lab and the EC Participant agree to work together to timely comply with the reporting requirements set forth in Exhibit A.

Payment will be in one lump sum Over the course of this MOU and the County Contract, each EC Participant shall use the funds to employ one FTE direct service attorney; to provide pro se services, and for administrative, managerial and support services, as set forth in Exhibit A and Exhibit B. The EC Participant shall not use funds for any other purpose.

V. Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from Innovation Law Lab and each individual EC Participant. The MOU shall become effective upon signature by authorized representatives from each organization, and will

remain in effect until the end of the contract period, as awarded by the County of Multnomah. Each EC Participant may terminate this MOU and/or any Scope of Work upon written notice to Innovation Law Lab. In the event of termination, the EC Participant will promptly return to Innovation Law Lab all unexpended funds, though an early termination will not relieve the EC Participant from its reporting requirements for any expended funds.

VI. Additional Services, Changes in Service, Force Majeure

EC Participant and Innovation Law Lab may agree to additional Services or new terms of payment by entering into a new Scope of Work. If the County proposes any change in the contract, contract amounts, or scope of work, Innovation Law Lab shall promptly inform each EC Participant by email of the proposed change, and provide each EC Participant with an opportunity to fully participate in any negotiations regarding the proposed change. Each EC Participant must agree to any change proposed by the County before Innovation Law Lab may agree to the County's proposed change on the EC Participants' behalf. Any changes proposed by Innovation Law Lab to the County must first be agreed upon by all EC Participants and Innovation Law Lab before being proposed to the County. If the contract amount set forth in Exhibit A increases or decreases during the MOU period, Innovation Law Lab shall, within five (5) days, notify each EC Participant by email of a change in the amount awarded, any explanation for said change, and shall increase or decrease payments according to the agreed upon percentage in the Scope of Work. Each EC Participant may terminate its obligation as a result of such increase or decrease upon written notice to Innovation Law Lab, and will promptly return to Innovation Law Lab any unexpended funds.

VI. Integration

With regard to payment and performance in service to the Equity Corps objectives, this MOU incorporates the entire agreement between the EC Participants and Innovation Law Lab. This MOU is executed in furtherance of the achievement of the Equity Corps goals. Acceptance or acquiescence in a course of performance rendered under this MOU shall not be relevant to determine the meaning of this MOU and no waiver by a party of any right under this MOU shall prejudice the waiving party's exercise of the right in the future.

This MOU takes effect upon the date it has been signed by all parties and will remain in effect until the end of the County Contract period, unless amended.

Signatures

Signature: Richard Birkel
Richard Birkel (Mar 8, 2019)

Email: RBirkel@catholiccharitiesoregon.org

Signature: Stephen Manning
Stephen Manning (Mar 8, 2019)

Email: stephen@innovationlawlab.org

EXHIBIT B SCOPE OF WORK

Effective Date: March 1, 2019

Project Scope Statement

This Universal Representation Project is a grant of \$290,000.00 from the County of Multnomah to implement and achieve the objectives of the Equity Corps. This Scope of Services outlines the work to be performed by organizations designated as Legal Service Providers and the organization designated as Clearinghouse.

A. Legal Service Providers

1. Designation of Legal Service Providers.

Immigration & Refugee Community Organization and Catholic Charities of Oregon are hereby designated as Legal Service Providers.

2. Deliverables

The undersigned Legal Service Provider shall deliver, at all times while the MOU is in effect: (a) direct legal services performed by at least one direct services attorney and (b) pro se support services.

a. Direct Service Attorney

The Direct Service Attorney is a full-time attorney who is properly licensed to perform immigration legal services in the immigration courts of the United States. The Direct Service Attorney represents individuals in the immigration courts of the United States and ancillary jurisdictions as necessary to achieve the objectives of the Equity Corps through collaborative representation. The Direct Service Attorney serves at least 20 clients annually. The Legal Service Provider shall allocate no less than 80% of the Direct Service Attorney's time to collaborative representation. The Legal Service Provider may designate no more than 20% of the Direct Service Attorney's time to work related to other immigrant legal services provided no such work creates conflicts with or impedes the collaborative representation.

b. Pro Se Support Services

The Legal Service Provider shall provide pro se services to individuals designated by the Clearinghouse as eligible.

B. Clearinghouse

1. Designation of Clearinghouse

Innovation Law Lab is hereby designated as the Clearinghouse.

2. Deliverables

The undersigned Clearinghouse shall deliver, at all times while the MOU is in effect: (a) the equivalent of one full time strategy support attorney, (b) technology support, (c) operations support, (d) case fund management.

a. Strategy Support Attorney

The Strategy Support Attorney is an attorney who is properly licensed to perform immigration legal services in the immigration courts of the United States. The Strategy Support Attorney provides strategic and tactical assistance to the Legal Service Providers in performing their roles under this MOU to achieve the objectives of the Equity Corps through collaborative representation and pro se support.

b. Technology

The Clearinghouse shall provide a case management and data management platform and ancillary support to the Legal Service Providers to accomplish the objectives of the Equity Corps.

c. Operations

The Clearinghouse shall provide operations management including coordination and reporting to accomplish the objectives of the Equity Corps.

d. Case Fund Management

The Clearinghouse shall manage the Case Fund.

3. Reporting

EC Participants agree to submit all outcomes, data, and evaluation required by the County Contract to Innovation Law Lab, as described in the County Contract, at least 15 days prior to the date that reports are due to the County. No reporting shall be required that is inconsistent with EC Participants' ethical and confidentiality duties to EC Participant clients. Innovation Law Lab agrees to notify EC Participant of any impending reporting due dates at least 45 days prior to the date that reports are due to the County. Innovation Law Lab agrees to submit all reporting to the County on or before the specified deadlines. Innovation Law Lab shall hold harmless EC Participant for any failure on its part to timely submit required reports to the County. If the County proposes amended reporting requirements, Innovation Law Lab shall promptly inform the LSP of the proposed change, and provide the LSP with an opportunity to fully participate in any negotiations regarding the proposed change. Each EC Participant must agree to any change proposed by the County before Innovation Law Lab may agree to the County's proposed change on the EC Participants' behalf. Any proposed changes by Innovation Law Lab must first be discussed with the LSP and agreed upon by each LSP and Innovation Law Lab before being proposed to the County. If the reporting requirements are amended, Innovation Law Lab and EC Participants agree to comply with the amended requirements. Innovation Law Lab and EC Participants agree to meet and confer in good faith to ascertain a mutually acceptable process for complying with reporting requirements.

Equity Corps MOU County Document - Signature Required

Final Audit Report

2019-03-09

Created:	2019-03-08
By:	stephen manning (smanning@lclark.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAfEVFuZOYY7BRQ4KbZwDLn4WGP-OwwvT

"Equity Corps MOU County Document - Signature Required" History

- ✉ Document created by stephen manning (smanning@lclark.edu)
2019-03-08 - 8:43:27 PM GMT- IP address: 71.237.180.2
- ✉ Document emailed to Richard Birkel (RBirkel@catholiccharitiesoregon.org) for signature
2019-03-08 - 8:48:36 PM GMT
- ✉ Document viewed by Richard Birkel (RBirkel@catholiccharitiesoregon.org)
2019-03-08 - 9:12:32 PM GMT- IP address: 96.76.115.129
- ✍ Document e-signed by Richard Birkel (RBirkel@catholiccharitiesoregon.org)
Signature Date: 2019-03-09 - 0:21:20 AM GMT - Time Source: server- IP address: 96.76.115.129
- ✉ Document emailed to Stephen Manning (stephen@innovationlawlab.org) for signature
2019-03-09 - 0:21:21 AM GMT
- ✉ Document viewed by Stephen Manning (stephen@innovationlawlab.org)
2019-03-09 - 0:46:50 AM GMT- IP address: 66.249.84.91
- ✍ Document e-signed by Stephen Manning (stephen@innovationlawlab.org)
Signature Date: 2019-03-09 - 0:47:26 AM GMT - Time Source: server- IP address: 107.77.205.19
- ✍ Signed document emailed to Stephen Manning (stephen@innovationlawlab.org), Richard Birkel (RBirkel@catholiccharitiesoregon.org) and stephen manning (smanning@lclark.edu)
2019-03-09 - 0:47:26 AM GMT



Adobe Sign

Equity Corps MOU County vProposedFinal- UPDATED

Final Audit Report

2019-03-25

Created:	2019-03-21
By:	Victoria Muirhead (helpdesk@innovationlawlab.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_DsHmvEFM-JrUAtzHdYI01F6wXWSKap6

"Equity Corps MOU County vProposedFinal- UPDATED" History

- ✉ Document created by Victoria Muirhead (helpdesk@innovationlawlab.org)
2019-03-21 - 7:48:44 PM GMT- IP address: 184.103.93.123
- ✉ Document emailed to Lee Po Cha (contracts@irco.org) for signature
2019-03-21 - 7:54:18 PM GMT
- ✉ Document viewed by Lee Po Cha (contracts@irco.org)
2019-03-21 - 8:14:46 PM GMT- IP address: 50.201.19.110
- ✍ Document e-signed by Lee Po Cha (contracts@irco.org)
Signature Date: 2019-03-25 - 10:04:40 PM GMT - Time Source: server- IP address: 50.201.19.110
- ✉ Document emailed to Stephen W Manning (stephen@innovationlawlab.org) for signature
2019-03-25 - 10:04:41 PM GMT
- ✉ Document viewed by Stephen W Manning (stephen@innovationlawlab.org)
2019-03-25 - 10:20:22 PM GMT- IP address: 66.249.84.215
- ✍ Document e-signed by Stephen W Manning (stephen@innovationlawlab.org)
Signature Date: 2019-03-25 - 10:20:57 PM GMT - Time Source: server- IP address: 24.22.28.5
- ✉ Signed document emailed to mayl@irco.org, Lee Po Cha (contracts@irco.org), Victoria Muirhead (helpdesk@innovationlawlab.org), and Stephen W Manning (stephen@innovationlawlab.org)
2019-03-25 - 10:20:57 PM GMT



Adobe Sign

Equity Corps of Oregon
Multnomah County Legal Services Contract
April 30, 2019

Narrative report: The launch of the legal services portion of the Multnomah County universal representation contract has been going extraordinarily well. Catholic Charities began providing legal services on March 1, 2019, and IRCO's services began on April 1, 2019. Innovation Law Lab, acting as the clearinghouse, has been coordinating intake, conducting expanded navigator and client outreach to serve Gresham and East County residents, and providing support to the new attorneys in the program.

Cumulative number of people receiving legal services from an attorney: County-funded attorneys at IRCO and Catholic Charities have provided legal services in **32 deportation cases** involving **47 individuals**. The organizations have also completed **24 navigations** (legal intakes) of possible clients for the program who, if eligible, will receive services from one of the program's five participating legal service providers.

Zip code of residence or work site of people served: Since launching, program attorneys have served people in the zip codes of 97030 & 97080 (Gresham), 97019 (Corbett), and 97024 (Fairview). Residents of 97220, 97230, 97232, 97266, 97219, 97280, 97233, and 97239 (Portland) also received services.

Demographics: The forty-seven individuals served by the county-funded legal services so far come from a diverse array of countries, including El Salvador, Guatemala, Honduras, Mexico, Russia, and Saudi Arabia. Clients speak several languages, including Arabic, Mam, Qeqchi, Russian, and Spanish. Representation has begun in the cases of four unaccompanied minors, each of whom arrived in the United States alone seeking safety from violence. Preparation for merits hearings (the immigration court equivalent of a trial) has begun in five cases; these merits cases include representation of a former DACA recipient who has resided in the United States since she was a child; an environmental activist who was persecuted by government authorities for her political work; a mother and her three children fleeing from threats from a powerful cartel; and a Habitat for Humanity volunteer. All clients have a household income of under 200% of the federal poverty guidelines.

Name of Legal Services Provider providing services: Catholic Charities has been providing legal services since March 1, 2019; IRCO began providing legal services on April 1, 2019.

Type and outcome of service: Types of services provided include filing of asylum applications before the Portland immigration court; applications for work authorization (that will allow clients to better support themselves during the pendency of their immigration cases); motions to change venue (so that cases can be heard in Portland, where the clients reside, instead of at immigration courts in cities near where they were initially detained); requests for amelioration of conditions of reporting to Immigration and Customs Enforcement (ICE), and legal orientations regarding the immigration court process. As noted, preparation has begun for representation on the merits (the final hearing in an immigration case) in five cases. These cases involve both asylum claims and other types of immigration relief.

Description of fund expenditures: Funds to date have been expended as outlined in the program budget, including on attorney and support staff salaries, office-related overhead, and the case management

Equity Corps of Oregon
Multnomah County Legal Services Contract
April 30, 2019

software and database. Each participating legal service provider agency has received \$118,650 for their annual program expenses; Innovation Law Lab has received \$52,700.

Copies of any MOUs between providers, and description of records of funds: MOUs have been signed between Catholic Charities and Innovation Law Lab, and IRCO and Innovation Law Lab. Both are attached for your reference. Funds in their full amount have been distributed to each respective agency.

Description of any other activities or services performed or additional expenses incurred under this contract, which agency performed the activity or provided the service, service costs, and outcome: No additional expenses incurred under the contract.

Narrative description of 3-4 success stories and/or compelling cases in the final annual report: Will be provided at final annual report.

Equity Corps of Oregon
Multnomah County Contract Report
February 26, 2019 (for February 28, 2019 reporting deadline)

Narrative report: Innovation Law Lab received the Multnomah County contract on February 15, 2019 and has been busy preparing for the program's March 1, 2019 launch ever since. Our partners at IRCO and Catholic Charities are gearing up to get their direct service attorney positions and pro se services offerings ready for eligible individuals, and Innovation Law Lab has been providing assistance and coordinating inter-agency MOUs.

Cumulative number of people receiving legal services from an attorney: Because the county expansion of the program will launch on March 1, this number is currently zero. However, we queued 6 eligible Multnomah County residents from previously completed navigations who were ineligible for City of Portland funding. When the program expands, we intend to immediately on-board and complete the navigations and intakes for these individuals. We also held a Know Your Rights presentation in Gresham on February 25, 2019 that was attended by five people (even under the wintry conditions).

Zip code of residence or work site of people served: Once launched, we are prepared to immediately serve people in the zip codes of 97030 (Gresham) and 97080 (Gresham); along with future intakes from different zip codes within Multnomah County.

Demographics: Of the six cases that are ready to receive legal services once the program launches: 50% are native Spanish speakers; 50% are native speakers of Slavic languages. 50% of cases involve family units, and 50% involve single adults. All cases have household income of under 200% of the federal poverty guidelines. Other demographic information should become available once navigations and intakes are completed with the launch of the county portion of the Equity Corps.

Name of Legal Services Provider providing services: Catholic Charities and IRCO will be provided legal services after the Equity Corps's expansion on March 1, 2019.

Type and outcome of service: Future cases will receive representation on the merits in immigration court, in both asylum cases and applications for other forms of immigration relief. Individuals will also receive assistance with applying for employment authorization, filing applications for relief in immigration court, and ameliorating the conditions of their release.

Description of fund expenditures: Funds have not yet been expended but will be expended beginning March 1, 2019, or as soon as they are received from the county.

Copies of any MOUs between providers, and description of records of funds: MOUs between the agencies have been drafted and are being reviewed; copies will be provided to the county at the next report date. Funds will be distributed promptly upon receipt from the county and after MOU signatures.

Description of any other activities or services performed or additional expenses incurred under this contract, which agency performed the activity or provided the service, service costs, and outcome: None at this time.

Narrative description of 3-4 success stories and/or compelling cases in the final annual report: Will be provided at final annual report.

Multnomah County, Department of County Human Services Service Contract No. DCHS-SVCSGEN-10498-2019 SAMPLE Exhibit 6B - Annual Budget Report Form					
For Fiscal Year or Time Period from <u>12/01/2018</u> to <u>3/1/2020</u> / Page <u>1</u> of <u>1</u>					
Contractor:	Address: PO Box 40103, Portland OR 97240				
EXPENDITURES	Name of Service:	Contract Funds	Agency Funds	Name of Service:	Contract Funds
PERSONNEL					
1. Salaries & Wages	\$164,220				
2. Overtime					
3. Fringe					
4. Volunteers					
SUBTOTAL PERSONNEL					
DIRECT MATERIALS & SERVICES	\$73,280				
5. Professional Services					
6. Printing					
7. Utilities					
8. Telephone					
9. Equipment Rental					
10. Space Rent					
11. Repairs					
12. Postage					
13. Office Supplies					
14. Education & Training					
15. Mileage					
16. Insurance					
17. Data Processing					
18. Dues & Subscriptions					
19. Sub Awards <\$25k					
SUBTOTAL DIRECT MATERIALS &					
INDIRECT COSTS	\$52,500				
20. Overhead / Admin					
OTHER COSTS					
21. Client Assistance					
20. Capital Expenditures					
21. Sub Awards >\$25k					
TOTAL EXPENDITURES	\$290,000				
I certify that I am an authorized representative of the above organization. I understand that DCHS requires a revised budget to be submitted for approval if any line item changes more than 20% or \$1,000. I understand that all actual costs reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and funding regulations.					
AGENCY SIGNATURE:	DATE: <u>2/26/2019</u>				
NAME (Print): <u>Stephen Manning</u>	TITLE: <u>Executive Director</u>			PHONE: <u>503.241.0035</u>	
OFFICIAL USE ONLY					
Program:	Date:				
Signature:	Date:				
Manager Signature:	Date:				



SINN. 13888

RECEIVED FEB 28 2019

From: Innovation Law Lab
PO Box 40103
Portland, OR 97240

INVOICE

INVOICE #1
DATE: 02/28/19

To: Attn: Dana Rae Parker Multnomah County, Youth and Family Services 209 SW 4th Ave., Ste 200 Portland OR 97204 Invoices-yfs@multco.us	
--------------------------------------------------------------------------------------------------------------------------------------------------------	--

COMMENTS OR SPECIAL INSTRUCTIONS:
Lump sum payment.

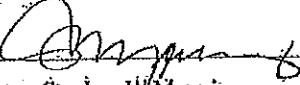
CONTRACT #	PURCHASE ORDER
DCHS-SVCSGEN-10498-2019 IMMIGRATION LEGAL SERVICES	POID.0000001108

PO LINE #	DESCRIPTION	TOTAL
1	Legal Aid for Immigrant and Refugee Communities	\$290,000.00

SUBTOTAL \$290,000.00

TOTAL DUE \$290,000.00

I hereby certify that I am authorized to prepare this invoice on behalf of Innovation Law Lab. I further certify that the information provided on this invoice is true and correct to the best of my knowledge.

Signature: 

Printed Name: Stephen W. Manning

Date: 2/28/2019 Telephone Number: 503-241-0035

RECEIVED

FEB 28 2019

DCHS - FINANCE

OK to PAY

 2/28/19

2/12/2018 CAO

Attachment A

**Multnomah County, Department of County Human Services
Youth & Family Services Division
Program Instructions for Immigration Legal Services
Agency: Innovation Law Lab
Effective December 1, 2018 - June 30, 2019**

Statement of Work

Service Description	Type of Funding	Amount of Funding	Validity Dates	Payment Method
Immigration Legal Services	County General Fund	\$290,000	12/01/18-6/30/19	Per Invoice, Lump Sum
	Total Funding	\$290,000		

Service Description

Innovation Law Lab shall serve as lead agency and general contractor for a consortium of legal services providers consisting of Innovation Law Lab, Metropolitan Public Defender Services (MPD), Immigration Counseling Services (ICS), Catholic Charities, Immigrant and Refugee Community Organization (IRCO), and Sponsors Organized to Assist Refugees (SOAR).

The consortium organizations shall serve as potential subcontractors and utilize existing infrastructure and existing staff attorneys to provide legal representation for community members facing removal proceedings before the Portland Immigration Court. Representation shall begin six months prior to each impacted person's merits hearing and each direct service attorney shall represent between 25-50 clients per year. These attorneys will also provide legal advice to clients awaiting assignment to a specific direct service attorney.

Innovation Law Lab shall lead consortium organizations to collectively and collaboratively determine roles, division of funds, and structure of service provision. Additionally, the consortium will coordinate service delivery with identified culturally specific agencies that provide legal navigation services.

Contract funds of \$290,000 shall be disbursed by June 30, 2019. Services may continue past that time if funding is available. Contract funds are to be used for legal services, court fees and related costs. If legal translation or interpretation services are required, these services may be billed separately to the Multnomah County Department of Human Services, Youth and Family Services Division with prior approval.

Target Population

The target population for legal services will be immigrant and refugee families in Multnomah County who have been disproportionately impacted by recent changes in the federal immigration landscape. Focus will be on Multnomah County residents or workers who live or work outside of the City of Portland, as Portland has provided separate funds for this project. As a result, Multnomah County funds should be used for cases that are not eligible for Portland funds wherever possible.

Responsibilities of Lead Agency

Innovation Law Lab will serve as the general contractor and lead agency and will perform Clearinghouse Services and program administration. Innovation Law Lab will coordinate case intake with program Navigators from the following culturally specific community organizations: IRCO, Latino Network and El Programa Hispano and Bienestar de la Familia.

Clearinghouse Services will consist of:

- ① case placement with Direct Service Attorneys,
- ① program structure administration,
- ① technical assistance and case strategy assistance to the Direct Service Attorney cohort,
- ① regular convening of Legal Services Providers, program Navigation providers and County staff to plan and coordinate services, and
- ① data collection and reporting requirements under this Contract.

Outputs and Outcomes

Immigration Legal Services	Target Number of Outputs and Performance Goals	Source
Target # clients receiving legal advice or representation	Approximately 75 clients will receive legal advice and/or representation in merits hearings in immigration court	Narrative report from Innovation Law Lab Due February 28, April 30 and July 31, 2019

Reporting Requirements

Reporting the provision and effectiveness; including cost effectiveness, of services are important components of Youth and Family Services Division contract requirements. To ensure that appropriate data is collected, provider reporting requirements may change based on the needs of the County and providers. Additional or changes to reporting requirements may be identified at a later date based on the needs of the County to evaluate provision and effectiveness of services.

Type of Report	Due Date(s)	Information in Report
Narrative Report from Innovation Law Lab	February 28, April 30 and July 15, 2019; the July 15, 2019 report shall be an annual report; if funds are not completely spent by June 30, 2019 please provide an additional final report within 30 days of the date funds are spent, on or by March 1, 2020.	<ul style="list-style-type: none"> ① Cumulative number of people receiving legal services from an attorney; ① Zip code of residence or work site of people served; ① Demographic characteristics of people served including race, ethnicity, age, disability status and/or LGBTQ status, if disclosed; ① Name of Legal Services Provider providing service; ① Type and outcome of service; ① Description of fund expenditures, including name of agency expending funds, personnel costs and other expenses; ① Copies of any MOUs between providers, description of and

2/12/2018 CAO

		<p>records of funds disbursed from Innovation Law Lab to other providers;</p> <ul style="list-style-type: none">④ Description of any other activities or services performed or additional expenses incurred under this contract, which agency performed the activity or provided the service, service costs, and outcome;⑤ Narrative description of 3-4 success stories and/or compelling cases in the final annual report.
--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Reports should be mailed or emailed to: Neisha Saxena, Department of County Human Services, 209 SW 4th Ave., 2nd Floor, Portland, OR 97204, neisha.saxena@multco.us (or in the event of personnel changes to the Youth and Family Services Division Director).

**Attachment A, Section 4
Amendment 9**

**Multnomah County, Department of County Human Services
Youth & Family Services Division**

Program Instructions for Immigration Legal Services Navigator Positions

Agency: El Programa Hispano Catolico

Effective: July 1, 2018 to June 30, 2019

Statement of Work

Service Description	Type of Funding	Amount of Funding	Validity Dates	Payment Method
Culturally Specific Latino Legal Services Navigation, Outreach and Education	County General Fund	\$70,000	7/1/18-6/30/19	Per Invoice, Cost Reimbursement, Requirement
	Total Funding	\$70,000		

Service Description

El Programa Hispano Catolico ("El Programa") shall provide community Navigation services to members of the Latino community impacted by changes to immigration law and enforcement. The Navigator will:

- Manage the legal services client intake process by holding one-on-one meetings with potential clients, collecting personal information and case details. Refer cases to legal services providers. Schedule and manage legal consultations. Assist community members in finding appropriate legal services.
- Follow up with clients who do not receive legal services to share information, referrals, and/or resources.
- Outreach to community and other organizations about legal and navigation services. Participate in relevant initiatives such as Oregon Ready Coalition.
- Conduct, participate in and coordinate community education regarding Know Your Rights, Protect Your Family Plan, Financial Safety, and other relevant topics.
- Provide family support services relating to immigration (family planning, accessing mental health services, accessing rent assistance, language access, etc.)

Target Population

The target population for Navigation services are immigrant and refugee families in Multnomah County who have been disproportionately impacted by recent changes in the federal immigration landscape. Legal information and education shall also be provided to staff working with target populations, and others who may benefit from this information.

Provider Responsibilities

El Programa shall work collaboratively with County staff and partner agencies to provide client intake, referral, guidance, resource information, outreach, education, systems coordination and family support to immigrant and refugee families in Multnomah County, as well as technical guidance to staff working with client populations and others who may benefit from the information.

Outputs and Outcomes

Immigration Legal Services Navigation	Target Number and Outputs	Source
Target # clients receiving intake, referral and/or resource information	Approximately 100 clients will receive intake, referral and/or resource information	Monthly report
Immigration systems information and education to community members	Approximately 2 trainings and 4 community workshops to immigrant and refugee community members to approximately 70 attendees by EI Programa	Monthly report
Outcomes		
Approximately 170 individuals and families will receive timely and accurate information, referral, training, education, family services and/or resource information		Monthly report

Reporting Requirements

Type of Report	Due Date(s)	Information in Report
Monthly Report	Monthly reports on the 15th of every month	<ul style="list-style-type: none"> • Number of people receiving intake services, the name of agency providing the service, the location of the service, and type of service • Number of people receiving legal services from an attorney • Number of training events, date and location of events, topics covered, and number of attendees • Description of any other navigation or logistical services provided under this contract and by which agency • Description of any other activities or services performed or additional expenses incurred under this contract, which agency performed the activity or provided the service and location of activity or service • Narrative description of 1-3 success stories and/or compelling cases in the final year-end report

Reports should be mailed or emailed to:

Neisha Saxena, neisha.saxena@multco.us
 Department of County Human Services
 209 SW 4th Ave, Suite 200
 Portland, OR 97204

2018-2019 MONTHLY NARRATIVE REPORT
Legal Services Navigation, Outreach, and Education

CONTRACTOR NAME: EL PROGRAMA HISPANO CATOLICO	
NAME OF STAFF COMPLETING REPORT: EMMA FRIEDLAND	PHONE NUMBER 503-489-6838
REPORTING PERIOD: 12/16/2018 – 1/15/2019	

LEGAL NAVIGATION.

Enrollment

Since we filed the last report, I have completed navigation referrals for **six** parent-child family units and **one** single adult, for a total intake of **13** individuals. Equity Corps/Innovation Law Lab referred two clients to me, while the rest self-referred either because they know other clients I have been working with or because they found the contact information for El Programa out in the community. All navigation interviews were conducted in-house at El Programa except for two. One took place at Catholic Charities for the convenience of the client, and for the other client (a resident of North Portland), I was able to collaborate with St. Andrew's Church and conduct the navigation in their community center at much greater convenience to the client. All intake interviews were conducted in Spanish except for one, which was in Russian, with interpretation assistance from the client's granddaughter.

Legal Services

Of these six new cases, Equity Corps has already accepted four and the families have this past week begun to meet with the attorneys they were matched with either at SOAR or Immigration Counseling Services. In addition, this month a client from the previous period began receiving *pro se* assistance from an attorney at Metropolitan Public Defender, and last week I assisted him in mailing the motion they prepared for him to reopen his case/change venue in El Paso and cancel his deportation order. On January 12, I was supposed to accompany a client to his court hearing since he had not yet been able to meet with a lawyer, but the hearing was cancelled and indefinitely postponed due to the ongoing federal government shutdown. Another client, though residing in Hillsboro, will hopefully be provided with assistance from someone at Metropolitan Public Defender to submit her asylum application as soon as possible.

Other Services

2018-2019 MONTHLY NARRATIVE REPORT
LEGAL NAVIGATION, OUTREACH, & EDUCATION

In terms of additional services provided, I was able to outfit four fathers and their children with winter coats thanks to a donation made to El Programa in December. Another client yesterday received intake for energy assistance internally at El Programa after I referred her last month. A third client has been referred internally via El Programa's UNICA domestic violence program for sexual assault survivor counseling services.

Outreach

Taking advantage of school being back in session and my coworkers being back at their worksites after the holidays, I sent out an all-staff email introducing the Equity Corps services available to Multnomah County residents and opening the channel of communication for internal referrals for navigations. So far this has generated one SUN site program worker being interested in me presenting a training or doing outreach for the services with his participants, and another school coordinator expressing to me that the folks at Voz Worker's Rights would be interested in outreach and possibly a Know Your Rights Training. I will be contacting them shortly.

Starting at the end of January, on Wednesdays and Thursdays, I will be making regular outreach presentations to the participants waiting at El Programa's free tax clinic. Since over 1,000 people are serviced by that program and will be physically present at our offices, I think should be a valuable opportunity to get the word out more in the community.

Community Education Workshops & Trainings

**Include events, date and location of events, topics covered, and number of attendees*

I am currently designing my Know Your Rights training based on the culturally responsive principles of the popular education model. I am planning to hold my first training here at El Programa on February 19, and am making the necessary preparations and will begin publicizing that event. Following that, I am planning to offer one Know Your Rights training and one Family Emergency Planning workshop each month at El Programa during March and April. This would be in addition to any trainings or workshops that I lead with partner agencies or offsite. I will be connecting with our SUN and PUENTE programs here to see about the need for these trainings at schools with parents or teachers, and I will pursue presenting at Voz with the day laborers.

II. ENROLLMENT PLAN & PERFORMANCE MEASURES

Legal Navigation, Outreach, & Education

**2018-2019 MONTHLY NARRATIVE REPORT
LEGAL NAVIGATION, OUTREACH, & EDUCATION**

Performance Measure	Goal	YTD Performance	Monthly Performance
Enrollment			
Target # clients receiving intake, referral and/or resource information	100	18	13
Education			
Community education workshops	4	0	0
Immigration systems information trainings	2	0	0
Number of total attendees at community education workshops and trainings	70	0	0
Success Measures	Goal	YTD Performance	Monthly Performance
Number of people receiving legal services from an attorney		13	8
Total number of individuals and families that will receive timely and accurate information, referral, training, education, family services and/or resource information	170	18	13

2018-2019 BIMONTHLY NARRATIVE REPORT
Legal Services Navigation, Outreach, and Education

CONTRACTOR NAME: EL PROGRAMA HISPANO CATÓLICO	
NAME OF STAFF COMPLETING REPORT: EMMA FRIEDLAND	PHONE NUMBER 503-489-6838
REPORTING PERIOD: 1/16/2019 – 3/15/2019	

I. Legal Services Client Intake (initial navigation)

During this past reporting period, I completed 18 in-depth navigation interviews in order to address the legal support needs of a total of 39 primary respondents and child dependents. All were asylum seekers apart from five who were looking for help after ICE arrests. Only one was ineligible for services due to living outside of the Equity Corps service area in Vancouver and without ties to Portland or Multnomah. I referred her to Lutheran Community Services. For the intakes related to recent ICE enforcement, two were conducted as preventive measures after ICE arrested family members, and two were conducted after individuals were released on bond from the Northwest Detention Center in Tacoma and therefore thankfully should be eligible for removal defense assistance now that they are back in Portland. One was for a mother who was herself placed in deportation proceedings after ICE arrested her husband merely for answering their questions and giving them probable cause to think he was from Mexico and undocumented.

Intake recipients this past reporting period were referred to me via word of mouth in the community, Innovation Law Lab, the Victim's Rights Law Center, SOAR, Immigrant Law Group, and when emails were forwarded to me after being circulated by concerned community members at Atkinson Elementary and by volunteers with Immigrant Families Together. I conducted navigation interviews here at El Programa Hispano, at the Victim's Rights Law Center, Innovation Law Lab, St. Andrew's Church, Catholic Charities, and on a few home visits in order to accommodate clients with transportation or childcare barriers.

II. Legal Services Follow Up (liaison w/ legal service providers)

This past reporting period many of my clients who were navigated in during the previous period either had court dates or asylum application deadlines come up, therefore I was often a resource for helping them understand the directions they received from legal service providers and clearing up questions they had by functioning as an intermediary with their LSP's.

Since many of my clients have literacy and education barriers, and are newly arrived in Portland and overwhelmed by navigating the city, I often walked clients through getting to their legal services appointments or they called or texted me when they needed clarification of information provided by LSP's. I assisted two clients with mailing important legal documents, an appeal prepared by the LSP and a biometrics request to USCIS after an asylum application filing. I also went with an "unaccompanied minor" client to his appointment with the LSP at Metropolitan Public Defender, since as a very young man on his own he needs a little extra assistance in advocating for himself and clearly communicating his case.

It seems all too easy for the asylum clients – again, many of whom have very limited literacy and education, come from rural areas in Central America, and are now navigating a convoluted immigration system and brand new city – to fall through the cracks and risk missing important steps in the asylum process. Therefore, I make sure to follow up regularly with clients and prepare them for next steps, especially as I see on the calendar that important dates for them are approaching. What's more, when I learn that clients have not yet been contacted by an LSP even after a long waiting period, I flag that for Innovation Law Lab in order to make sure they begin to receive services in a timely manner. For clients who have not yet received a Notice To Appear, I make sure to check in at least weekly with the Executive Office for Immigration Review (EOIR) court hotline to catch updates. In this way, I was able to learn of a new court date for a client who had never received the notification and flag that for Innovation Law Lab and the attorneys, just in time for her to receive instruction on what to say to the judge and not miss her hearing.

Of a total of 61 primary respondents and dependents who received intakes or resources year to date, 48 are currently receiving either direct or pro se legal services from Equity Corps and most have been matched with legal service providers at SOAR, ICS, and Metropolitan Public Defender. At least one family that was not in the service area was placed in the pro bono pool and received support in order to file their asylum application before the deadline. The remainder were recently navigated in and are still awaiting a match to a LSP and their first consultation. This past reporting period, pro se legal services have included one-on-one meetings with LSPs; prep for master hearing appearances, I-589 asylum application preparations and filings, and submission of a removal order appeal. One family was directly represented at their merits hearing, and as the asylum petition was denied, they will next receive support on filing an appeal with the BIA. Clients with urgent upcoming asylum application filing deadlines have been invited to the asylum workshop that will be taking place on March 25th at Innovation Law Lab, in order to receive assistance completing the applications before their deadlines.

III. Family Support Services

For many of the new arrival asylum seekers especially, the legal services navigator seems to be possibly their first or only connection to social services and community organizations in Portland. From the in-depth and personal nature of the intake interview, we develop a level of trust and rapport that leads to many of my clients turning to me with inquiries about other needs or challenges the family may be facing.

Examples of family support services I have provided during this past reporting period include but are not limited to:

- Referrals to Sunshine Division food pantry to address food insecurity
- Assistance getting to Multnomah County Health Clinic, referral to Wallace Medical Concern, and referrals to Project Access Now OHP enrollments at DHS, to get children health insurance and immunizations for school
- Referral to Snow Cap for children's clothing
- Internal referral to Multnomah Stability Initiative (MSI) for rent assistance and family stability goal attainment

- Referral to Head Start enrollment fair

A very satisfying moment for me this past reporting period in regards to family support occurred when an asylum seeker mother approached me desperate for a solution to her childcare needs for her three-year-old. His birth date made him ineligible for Head Start enrollment until next school year and because of his lack of immigration status, he is ineligible for an ERDC childcare subsidy, thus there didn't seem to be any obvious options available to this mom. Even the YMCA preschool with 40% tuition assistance was still going to cost her about \$900 a month, an amount that seemed completely out of reach. So after calling at least 10 preschools to see about a scholarship, miraculously I stumbled upon the Small Wonders Preschool near where the family is staying by Grant Park. The incredibly kind school administrators were willing to give the child a full scholarship to all-day and all-week admission and he absolutely loves the school!

Now with client assistance funds being made available, I am excited to be able to do even more for families who because of their immigration status have few other resources to turn to and are often in especially precarious situations. My first use of the funds will be to purchase car seats for an asylum-seeking mother of three. Just this past week, four different families have reached out to me because they are worried they will be losing their housing, so I look forward to the challenge of helping them find new living arrangements and being able to offset some of those costs as the need arises.

IV. Education & Outreach

For the three families that came to me after they were affected by ICE arrests, I provided one-on-one Know Your Rights trainings. In the event that agents show up at the residences again, they are now hopefully more informed than their family members had been regarding how not to give ICE probable cause for an arrest. For the two mothers whose husbands were taken to the Northwest Detention Center in Tacoma – one of whom was herself placed in removal proceedings and made to wear an electronic monitoring bracelet – we had private one-on-one consultations on Family Emergency Planning and how to designate a relative as a child caretaker, in the worst case scenario that they are sent to Tacoma along with their husbands.

On February 25th, I held my first Know Your Rights training at El Programa Hispano. However, given the fact that it was snowing that evening, it was rather poorly attended. Nonetheless, we had a very rich conversation regarding the type of activity ICE is conducting in East Portland and Gresham, how to recognize their tricks and modus operandi, and how to utilize our rights and smarts to deny them precisely what they are looking for: probable cause. I plan to use the same format and substance for a future training, as well as harness the improved weather and our new budget for refreshments and childcare towards a better turnout for a future event. I am also involved in planning and participation with the Reynolds School District weekend Know Your Rights community event that is scheduled for mid-April, which will involve both education and outreach.

In terms of outreach, this past reporting period I tabled at the City of Portland Fix It Fair and distributed program flyers in the community and to service providers via email. I will be presenting to our team of SUN site managers to brainstorm ways that we can conduct more outreach in the schools for the purposes of both rights education and finding families in need of legal services.

IV. PERFORMANCE MEASURES

Legal Navigation, Outreach, & Education			
Target Number and Outputs	Goal	YTD Performance	This Period Performance
Intakes & Resource Provision			
Target # clients receiving intake, referral and/or resource information	100	61	41
Education			
Community education workshops (Family Emergency Planning)	4	2	2
Immigration systems information trainings (Know Your Rights)	2	4	4
Number of total recipients of community education workshops and trainings	70	9	9
Outcomes	Goal	YTD Performance	Monthly Performance
Number of people receiving legal services from an attorney		48	31
Total number of individuals and families that will receive timely and accurate information, referral, training, education, family services and/or resource information	170	67	47

2018-2019 BIMONTHLY NARRATIVE REPORT
Legal Services Navigation, Outreach, and Education

CONTRACTOR NAME: EL PROGRAMA HISPANO CATÓLICO	PHONE NUMBER
NAME OF STAFF COMPLETING REPORT: EMMA FRIEDLAND	503-489-6838
REPORTING PERIOD: 3/16/19 - 5/15/19	

**I. Immigration Legal Services Client Intake
(initial Equity Corps navigation or other resources)**

Over the last two months, I performed 21 in-depth navigation interviews to serve a total of 44 respondents. Of the 21 navigation interviews for Equity Corps legal assistance eligibility, five were with unaccompanied minor teenagers who made the journey to the US on their own fleeing either gang threats/recruitment or horrific abuse at the hands of family members. The other 16 navigations covered the cases of a total of 18 adults and 21 children, and all were asylum-related besides three. One navigation was for a mother already in deportation proceedings after overstaying a visa, while two others were conducted preventively after the husbands of two East County women were arrested and detained by ICE. The two moms, with five children between them, decided they would like to be navigated into the Equity Corps pool in the event that DHS/ICE chooses to turn its gaze on them next for removal, after targeting their husbands.

Additionally, non-Equity Corps navigation resources were provided to another four individuals, all experiencing hardship and confusion after the detention of a loved one. I provided assistance navigating the world of for-profit prisons and the daunting task of figuring out how to utilize private companies to load commissary funds for and get in contact with an imprisoned loved one. Likewise, I facilitated referrals to Pueblo Unido for two families, in the hopes that they could receive bail assistance funds or other legal aid for their relatives in the Northwest Detention Center in Tacoma from that community organization.

II. Legal Services Follow Up (liaison w/ legal service providers)

Families and individuals navigated in during the previous reporting period continued to have first appointments with direct service attorneys at Equity Corps partner agencies, or to receive assistance completing asylum applications if their one-year deadlines to file were approaching. Due to the advanced rapport that I had already developed with two domestic violence survivors, I was able to assist with and facilitate the completion of their asylum applications with the assigned attorney, and accompany the respondents to file with the court and in the next step of mailing to USCIS to request a biometrics appointment. I also helped facilitate the preparation and mailing of a Notice of Appeal for a family I originally navigated in whose asylum petition was recently denied by the judge.

Since case review happens regularly at Innovation Law Lab/Equity Corps, all families and individuals I navigated in during this last reporting period besides three have since been accepted into the program and await their first appointments with attorneys for consultations. The only case that was rejected was because the family

lives in Washington County and has no connection to Multnomah, while the other two are still pending review.

The main value of the program continues to be assistance with filing the I-589 asylum application before the first year since entry is completed, since language and literacy barriers make that vital step all but impossible for most of the migrant asylum seekers. Even the very few who might have a family member who speaks English and is willing to assist with the application still benefit from a lawyer's understanding of asylum law when filling out the form.

However, for the master calendar hearings at Portland Immigration court that clients regularly must attend, they are still pretty much on their own in that space. Equity Corps does not have the capacity to dispatch attorneys to the administrative hearings, and the "pro se" structure of the representation services doesn't align well with attorneys actually being present to advocate for clients. This continues to be a limitation of the program, though an understandable one, and something that I have worked to properly convey to all participants so they are at least prepared to continue to be on their own in court and advocate for themselves with some basic guidance from the program in the meantime.

III. Family Support Services

This last reporting period is when I was able to make the greatest impact regarding family support services, since client assistance funds were now accessible. It was perhaps all too easy to allocate most of the \$15,000 just in two months' time, since many of my clients were facing eviction or needed to be housed to begin with. Thus, the vast majority of support services went towards rent assistance and being able to keep in their homes families with detained/deported breadwinners and asylum seekers struggling to find work without a permit and thus stay afloat.

For two unhoused/doubled up families with precarious and unsafe living situations, I was able to convince two East Portland landlords to take a chance on these tenants, despite their lack of employment or rental history. With the generous support of the client assistance funds, deposits and a few months' rent were paid for the two families in order to move them into their own apartments. One family is a SA/DV survivor mom and her daughter from Guatemala, while the other is a Quiché Maya dad also from Guatemala and his two teenage sons. Both families had been sleeping on couches in crowded living rooms with other strangers, prior to being housed independently. In each case, the parent has since found work and both are hopefully on their way to increased stability and self-sufficiency.

For the dad and his two boys, client assistance funds were also utilized for essential clothing, so that they could look appropriate and feel more comfortable for work, school, and court, since the family traveled from Guatemala with just the one set of clothes on their backs and had just been washing those when they could so as to keep up appearances. Both families also benefited from Community Warehouse appointments and Supportive Services deliveries, in order to humbly furnish their empty apartments with basic essentials.

As this is an incredibly vulnerable population that seems to often be facing insurmountable odds, having been given the opportunity by the County to provide this kind of concrete and incredibly meaningful assistance was extremely gratifying.

IV. Education

This last reporting period, over just the span of three days actually, I conducted three individual Know Your Rights community education trainings with worried mothers who approached me for support. In two of the three cases, ICE agents had shown up at the houses of the participants to arrest their husbands. Since they are both also undocumented, the two mothers were afraid that they would be targeted next and so with each I thoroughly went over the defensive tactics they could use to not give ICE probable cause to arrest them as well.

The third mother who approached me for education regarding this issue had not had any contact with ICE as of yet, but as a single mother she was consumed with fear about what would happen to her son if she were separated from him. She was transformed and empowered by the new knowledge that she had the right to refuse to answer questions directed at her by an ICE agent and that she could simply walk away if not under arrest.

At the beginning of the reporting period, I met with the SUN site managers at EI Programa for an informational session about the basics of the asylum process and how to recognize and support new arrival families and children in our schools. While the SUN site managers have already developed awareness of undocumented families participating in their programs and how to be their allies, the notion of new arrivals and especially unaccompanied minors coming as a result of the Central American migration crisis was a newer concept for them.

At the end of April, I was given the opportunity to offer an in-depth lecture on immigrant advocacy and support to an Intro to Social Work class at the University of Portland. The first part of the session was dedicated to examining how ICE and Homeland Security operate and ways to disrupt the deportation machine. During the second part of the lecture, I gave an overview of the Central American crisis, the asylum process, and the barriers and vulnerabilities that the new arrival population in Portland is prone to experience. The students were very engaged with the information and expressed surprise at the barriers these families face, especially with regards to obstacles created for them by the policies of the federal government.

IV. PERFORMANCE MEASURES

Legal Navigation, Outreach, & Education			
Target Number and Outputs	Goal	YTD Performance	This Period Performance
Intakes & Resource Provision			
Target # clients receiving intake, referral and/or resource information	100	105	48
Education			
Community education workshops (Know Your Rights & Family Emergency Planning)	4	9	3

Immigration systems information trainings (Intro to the Asylum Process/New Arrivals Support)	2	2	2
Number of total recipients of community education workshops and trainings	70	39	29
Outcomes	Goal	YTD Performance	Monthly Performance
Number of people receiving legal services from an attorney		79	29
Total number of individuals and families that will receive timely and accurate information, referral, training, education, family services and/or resource information	170	144	77

2018-2019 MONTHLY NARRATIVE REPORT
Legal Services Navigation, Outreach, and Education

CONTRACTOR NAME: EL PROGRAMA HISPANO CATOLICO	
NAME OF STAFF COMPLETING REPORT: NATALIE ARREOLA	PHONE NUMBER 503.954.9040
REPORTING PERIOD: 11/1/2018-11/30/2018	

LEGAL NAVIGATION.

Outreach

The Immigration Legal Navigator new hire, Emma Friedland, began work on 12/3. Prior to that date she had already received the Navigator training from Innovation Law Lab and was set up in their online portal.

We are working on an outreach plan and have begun getting the word out in the community and within our organization about the availability of these new services.

Enrollment

During her first two weeks, she has conducted two navigations on-site at EPHC, one navigation was for a family of three and the other for a family of two, for a total of five individuals that have received intakes: one family was a referral from Innovation Law Lab, and the other that was a walk-in at EPHC. Both cases have since been accepted by Equity Corps, and the one family case that was of greater priority was immediately referred to a legal service provider upon review of the navigation documentation. Emma then acted as liaison between Innovation Law Lab, a legal service provider, and the client, in order to arrange a consultation. However, following the consultation, the provider (Catholic Charities) declined to take on the client's case. The case was then referred to Metropolitan Public Defender, and Emma arranged the appointment and accompanied the client to the meeting with their legal assistant on 12/13. A decision on whether they will take on the case is still pending.

The other accepted case will be referred to a legal service provider closer to the family's next immigration check-in date and master hearing in March. In the meantime, the family was referred by Emma to the Community Alliance of Tenants hotline to receive advice regarding discrimination they are encountering from the manager of the apartment complex where they are living.

Emma has also met with two other walk-in clients, and their navigations are scheduled to take place the week December 17th.

Community Education Workshops & Trainings

**Include events, date and location of events, topics covered, and number of attendees*

2018-2019 MONTHLY NARRATIVE REPORT
LEGAL NAVIGATION, OUTREACH, & EDUCATION

A Know Your Rights training to be conducted by Emma has been scheduled for February, as preferred by the folks at Equity Corps/Innovation Law Lab.

General Updates

It took El Programa Hispano Catolico sometime to find the right candidate for the immigration legal navigator position. During the first couple of months, there was a lot more of work being done around program structure and implementation. Jim Adriance, Director of Programs at EPHC, worked on drafting the position job description, posting the job description, and two meetings with partners at Equity Corps. Natalie Arreola, the program manager, attended the innovated law lab's immigration legal navigator training in October 2018 at Innovative law labs offices, worked on conducting interviews for hiring process, and met with Equity Corps partners for two different meetings related to coordination of navigation services at the Equity Corps offices.

II. ENROLLMENT PLAN & PERFORMANCE MEASURES

Legal Navigation, Outreach, & Education			
Performance Measure	Goal	YTD Performance	Monthly Performance
Enrollment			
Target # clients receiving intake, referral and/or resource information	100	5	5
Education			
Community education workshops	4	0	0
Immigration systems information trainings	2	0	0
Number of total attendees at community education workshops and trainings	70	0	0
Success Measures	Goal	YTD Performance	Monthly Performance
Number of people receiving legal services from an attorney		2	2
Total number of individuals and families that will receive timely and accurate information, referral, training, education, family services and/or resource information	170	5	5

III. SUCCESS STORIES

RECEIVED DEC 07 2018

Multnomah County, Department of County Human Services
Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report Form

Contractor Name: El Programa Hispano Catolico

Service Period: 7/1/18 to 7/31/18

Page 1 of 1 Invoice #: 1-JLN

Contract Funds	Service Type Name: Culturally Specific Immigration Legal Navigators		
	Release Order Number: 4500196004	Line #: 1	
Expenditures	Current Period	Year to Date	
PERSONNEL			
1. Salaries	375.89	375.89	
2. Overtime			
3. Fringe	156.64	156.64	
4. Volunteers			
Subtotal Personnel	532.53	532.53	
DIRECT MATERIALS & SERVICES			
5. Professional Services			
6. Printing	5.64	5.64	
7. Utilities			
8. Telephone	2.22	2.22	
9. Equipment Rental	8.92	8.92	
10. Space Rent	43.30	43.30	
11. Repairs			
12. Postage			
13. Office Supplies			
14. Education & Training			
15. Mileage			
16. Insurance	3.73	3.73	
17. Dues & Subscriptions			
18. Sub Awards < \$25k			
SUBTOTAL DIRECT MATERIALS	63.81	63.81	
INDIRECT COSTS			
19. Overhead/Admin	89.45	89.45	
OTHER COSTS			
20. Client Assistance			
21. Capital Expenditures			
22. Sub Awards > \$25k			
Total Expenditures	685.79	685.79	

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature:

Date: December 7, 2018.

Name, Please Print: Bertha Madrigal

Title: Billing Specialist

Contact Person if questions on invoice: Bertha Madrigal Phone: 503 688 26 85

Ok to pay
Allen 12/10/18

May Calvo
12/10/18

RECEIVED DEC 07 2018

Multnomah County, Department of County Human Services
Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report Form

Contractor Name: El Programa Hispano Calolico

Service Period: 8/1/18 to 8/31/18

Page 1 of 1 Invoice #: 2-ILN

Contract Funds	Service Type Name: Culturally Specific Immigration Legal Navigators		
	Release Order Number: 4500196004	Line #: 1	
Expenditures	Current Period	Year to Date	
PERSONNEL			
1. Salaries	375.89	751.78	
2. Overtime			
3. Fringe	158.20	314.84	
4. Volunteers			
Subtotal Personnel	534.09	1,066.62	
DIRECT MATERIALS & SERVICES			
5. Professional Services			
6. Printing	3.61	9.25	
7. Utilities			
8. Telephone	2.81	5.03	
9. Equipment Rental	4.72	13.64	
10. Space Rent	43.47	86.77	
11. Repairs	4.41	4.41	
12. Postage			
13. Office Supplies			
14. Education & Training			
15. Mileage			
16. Insurance	3.06	6.79	
17. Dues & Subscriptions			
18. Sub Awards < \$25k			
SUBTOTAL DIRECT MATERIALS	62.08	125.89	
INDIRECT COSTS			
19. Overhead/Admin	89.43	178.88	
OTHER COSTS			
20. Client Assistance			
21. Capital Expenditures			
22. Sub Awards > \$25k			
Total Expenditures	685.60	1,371.39	

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature:

Date: December 7, 2018.

Name, Please Print: Bertha Madrigal

Contact Person if questions on invoice: Bertha Madrigal Phone: 503 688 2685

Title: Billing Specialist

OK to pay
(210)18

Bertha (210)18

RECEIVED DEC 07 2018

Multnomah County, Department of County Human Services
Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report Form

Contractor Name: El Programa Hispano Catolico

Service Period: 9/1/18 to 9/31/18

Page 1 of 1 Invoice #: 3-ILN

Contract Funds	Service Type Name: Culturally Specific Immigration Legal Navigators	
Expenditures	Line #: 1	
	Current Period	Year to Date
PERSONNEL		
1. Salaries	375.89	1,127.67
2. Overtime		
3. Fringe	158.16	473.00
4. Volunteers		
Subtotal Personnel	534.05	1,600.67
DIRECT MATERIALS & SERVICES		
5. Professional Services		
6. Printing	4.44	13.69
7. Utilities		
8. Telephone	2.59	7.62
9. Equipment Rental	1.37	15.01
10. Space Rent	42.86	129.63
11. Repairs	4.52	8.93
12. Postage		
13. Office Supplies		
14. Education & Training		
15. Mileage	37.00	37.00
16. Insurance	2.93	9.72
17. Dues & Subscriptions		
18. Sub Awards < \$25k		
SUBTOTAL DIRECT MATERIALS	95.71	221.60
INDIRECT COSTS		
19. Overhead/Admin	94.46	273.34
OTHER COSTS		
20. Client Assistance		
21. Capital Expenditures		
22. Sub Awards > \$25k		
Total Expenditures	724.22	2,095.61

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature:

Date: December 7, 2018.

Name, Please Print: Bertha Madrigal

Title: Billing Specialist

Contact Person if questions on invoice: Bertha Madrigal Phone: 503 688 2685

OK to pay
Bertha Madrigal
12/10/18

MC
12/10/18

RECEIVED DEC 07 2018

Multnomah County, Department of County Human Services
Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report Form

Contractor Name: **El Programa Hispano Catolico**

Service Period: 10/1/18 to 10/31/18

Page 1 of 1 Invoice #: 4-ILN

Contract Funds	Service Type Name: Culturally Specific Immigration Legal Navigators		
		Release Order Number: 4500196004	Line #: 1 Year to Date
Expenditures	Current Period		
PERSONNEL			
1. Salaries		375.89	1,503.56
2. Overtime			
3. Fringe		158.20	631.20
4. Volunteers			
Subtotal Personnel		534.09	2,134.76
DIRECT MATERIALS & SERVICES			
5. Professional Services			
6. Printing		5.22	18.91
7. Utilities			
8. Telephone		2.62	10.24
9. Equipment Rental		3.12	18.13
10. Space Rent		41.43	171.06
11. Repairs		4.11	13.04
12. Postage			
13. Office Supplies		65.22	65.22
14. Education & Training			
15. Mileage		45.00	82.00
16. Insurance		2.99	12.71
17. Dues & Subscriptions			
18. Sub Awards < \$25k			
SUBTOTAL DIRECT MATERIALS		169.71	391.31
INDIRECT COSTS			
19. Overhead/Admin		105.57	378.91
OTHER COSTS			
20. Client Assistance			
21. Capital Expenditures			
22. Sub Awards > \$25k			
Total Expenditures		809.37	2,904.98

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature:

Date: December 7, 2018.

Name, Please Print: Bertha Madrigal

Title: Billing Specialist

Contact Person if questions on invoice: Bertha Madrigal Phone: 503 688 2685

12/10/18

12/10/18

RECEIVED DEC 07 2018

Multnomah County, Department of County Human Services
Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report Form

Contractor Name: El Programa Hispano Católico

Service Period: 11/1/18 to 11/31/18

Page 1 of 1 Invoice #: 5-ILN

Contract Funds	Service Type Name:	Culturally Specific Immigration Legal Navigators	
	Release Order Number:	4500196004	
Expenditures	Current Period	Line #: 1	Year to Date
PERSONNEL			
1. Salaries	375.89	1,879.45	
2. Overtime			
3. Fringe	158.20	789.40	
4. Volunteers			
Subtotal Personnel	534.09	2,668.85	
DIRECT MATERIALS & SERVICES			
5. Professional Services			
6. Printing	3.87	22.78	
7. Utilities			
8. Telephone	2.71	12.95	
9. Equipment Rental	4.86	22.99	
10. Space Rent	42.12	213.18	
11. Repairs	4.47	17.51	
12. Postage			
13. Office Supplies		65.22	
14. Education & Training			
15. Mileage	30.00	112.00	
16. Insurance	2.88	15.59	
17. Dues & Subscriptions			
18. Sub Awards < \$25k			
SUBTOTAL DIRECT MATERIALS	90.91	482.22	
INDIRECT COSTS			
19. Overhead/Admin	93.75	472.66	
OTHER COSTS			
20. Client Assistance			
21. Capital Expenditures			
22. Sub Awards > \$25k			
Total Expenditures	718.75	3,623.73	

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature:

Date: December 7, 2018.

Name, Please Print: Bertha Madrigal

Title: Billing Specialist

Contact Person if questions on invoice: Bertha Madrigal Phone: 503 688 2685

RECEIVED JAN 15 2019

Multnomah County, Department of County Human Services
Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report Form

Contractor Name: El Programa Hispano Catolico

Service Period: 12/1/18 to 12/31/18

Page 1 of 1 Invoice #: 6-ILN

Contract Funds	Service Type Name: Culturally Specific Immigration Legal Navigators		
	Release Order Number: 4500196004	MCS SCPCS. LOLA AED FMM. GGF Line #1	
Expenditures	Current Period	Year to Date	
PERSONNEL			
1. Salaries	3,317.65	5,197.10	
2. Overtime			
3. Fringe	1,631.86	2,421.26	
4. Volunteers			
Subtotal Personnel	4,949.51	7,618.36	
DIRECT MATERIALS & SERVICES			
5. Professional Services			
6. Printing	3.88	26.66	
7. Utilities			
8. Telephone		12.95	
9. Equipment Rental		22.99	
10. Space Rent	125.00	338.18	
11. Repairs	4.00	21.51	
12. Postage			
13. Office Supplies		65.22	
14. Education & Training			
15. Mileage		112.00	
16. Insurance	8.00	23.59	
17. Dues & Subscriptions			
18. Sub Awards < \$25k			
SUBTOTAL DIRECT MATERIALS	140.88	623.10	
INDIRECT COSTS			
19. Overhead/Admin	763.56	1,236.22	
OTHER COSTS			
20. Client Assistance			
21. Capital Expenditures			
22. Sub Awards > \$25k			
Total Expenditures	5,853.95	9,477.68	

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature:

Date: January 15, 2019.

Name, Please Print: Bertha Madrigal

Title: Billing Specialist

Contact Person If/questions on Invoice: Bertha Madrigal Phone: 503 688 26 85

W/Mon to Pay
1/15/19

Multnomah County, Department of County Human Services
 Youth and Family Services Division
Monthly Cost Reimbursement Expenditure Report Form

Contractor Name: El Programa Hispano Católico

Service Period: 01/01/19 to 01/31/19

Page 1 of 1 Invoice #: 7-JLN

Expenditures	Service Type Name: Culturally Specific Immigration Legal Navigators	
	Contract Funds	Release Order Number: 4500196004
	Current Period	Year to Date
PERSONNEL		
1. Salaries	3,628.46	8,825.56
2. Overtime		
3. Fringe	1,732.45	4,153.71
4. Volunteers		
Subtotal Personnel	5,360.91	12,979.27
DIRECT MATERIALS & SERVICES		
5. Professional Services		
6. Printing	154.00	180.66
7. Utilities		
8. Telephone	386.98	399.93
9. Equipment Rental	514.00	536.99
10. Space Rent	429.44	767.62
11. Repairs	96.59	118.10
12. Postage		
13. Office Supplies	128.68	193.90
14. Education & Training		
15. Mileage	119.03	231.03
16. Insurance	56.91	80.50
17. Dues & Subscriptions		
18. Sub Awards < \$25k		
SUBTOTAL DIRECT MATERIALS	1,885.63	2,508.73
INDIRECT COSTS		
19. Overhead/Admin	1,086.98	2,323.20
OTHER COSTS		
20. Client Assistance		
21. Capital Expenditures		
22. Sub Awards > \$25k		
Total Expenditures	8,333.52	17,811.20

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature:

Date: February 15, 2019

Name, Please Print: Bertha Madrigal

Title: Billing Specialist

Contact Person if questions on invoice: Bertha Madrigal Phone: 503 688 2685

ok for PO
 Allen F.
 2/14/19

Multnomah County, Department of County Human Services
 Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report Form

Contractor Name: El Programa Hispano Catolico

Service Period: 02/01/19 to 02/28/19

#: 8-JLN

Page 1 of 1 invoice

Expenditures	Service Type Name: Culturally Specific Immigration Legal Navigators		
	Release Order Number: 4500196004	Line #: 1	
Contract Funds	Current Period	Year to Date	
PERSONNEL			
1. Salaries	3,324.88	12,150.44	
2. Overtime			
3. Fringe	1,652.78	5,806.49	
4. Volunteers			
Subtotal Personnel	4,977.66	17,956.93	
DIRECT MATERIALS & SERVICES			
5. Professional Services			
6. Printing		180.66	
7. Utilities			
8. Telephone		399.93	
9. Equipment Rental	454.00	990.99	
10. Space Rent	588.81	1,356.43	
11. Repairs	55.00	173.10	
12. Postage			
13. Office Supplies	134.52	328.42	
14. Education & Training			
15. Mileage	62.56	293.59	
16. Insurance	60.00	140.50	
17. Dues & Subscriptions			
18. Sub Awards < \$25k			
SUBTOTAL DIRECT MATERIALS	1,354.89	3,863.62	
INDIRECT COSTS			
19. Overhead/Admin	949.88	3,273.08	
OTHER COSTS			
20. Client Assistance			
21. Capital Expenditures			
22. Sub Awards > \$25k			
Total Expenditures	7,282.43	25,093.63	

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature:

Date: March 21, 2019

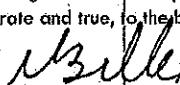
Name, Please Print: Bertha Madrigal

Title: Billing Specialist

Contact Person if questions on invoice: Bertha Madrigal Phone: 503 688 26 85

*Beth Madrigal
3/22/19*

RECEIVED APR 11 2019

	Multnomah County, Department of County Human Services Youth and Family Services Division		
	Monthly Cost Reimbursement Expenditure Report Form		
Contractor Name: El Programa Hispano Catolico			
Service Period: 03/01/19 to 03/31/19	Page 1 of 1 Invoice #: 9-II-N		
Contract Funds	Service Type Name: Culturally Specific Immigration Legal Navigators		
Expenditures	Release Order Number: 4500196004	Line #: 1	
	Current Period	Year to Date	
PERSONNEL			
1. Salaries	3,449.47	15,599.91	
2. Overtime			
3. Fringe	1,671.15	7,477.64	
4. Volunteers			
Subtotal Personnel	5,120.62	23,077.55	
DIRECT MATERIALS & SERVICES			
5. Professional Services			
6. Printing	28.00	208.66	
7. Utilities		-	
8. Telephone	135.00	534.93	
9. Equipment Rental		990.99	
10. Space Rent	550.00	1,906.43	
11. Repairs	50.00	223.10	
12. Postage	-	-	
13. Office Supplies	30.00	358.42	
14. Education & Training	-	-	
15. Mileage	133.00	426.59	
16. Insurance	60.00	200.50	
17. Dues & Subscriptions	-	-	
18. Sub Awards < \$25k	-	-	
SUBTOTAL DIRECT MATERIALS	986.00	4,849.62	
INDIRECT COSTS			
19. Overhead/Admin	1,355.26	4,628.34	
OTHER COSTS			
20. Client Assistance	2,928.47	2,928.47	
21. Capital Expenditures			
22. Sub Awards > \$25k	-	-	
Total Expenditures	10,390.35	35,483.98	
I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.			
Agency Signature:			
Name, Please Print: Bertha Madrigal	Date: April 8, 2019		
Title: Billing Specialist	Contact Person If questions on Invoice: Bertha Madrigal Phone: 503 688 26 85		

ok to pay
Elisa 4/11/19

Client Assistance
ILN

三

For: Mar-19

Multnomah County, Department of County Human Services
Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report Form

Contractor Name: El Programa Hispano Catolico

Service Period: 04/01/19 to 04/30/19

Page 1 of 1 Invoice #: 10-ILN

Contract Funds	Service Type Name: Culturally Specific Immigration Legal Navigators		
	Release Order Number: 4500196004	Line #: 1	
Expenditures	Current Period	Year to Date	
PERSONNEL			
1. Salaries	4,065.58	19,665.49	
2. Overtime			
3. Fringe	1,879.07	9,356.71	
4. Volunteers			
Subtotal Personnel	5,944.65	29,022.20	
DIRECT MATERIALS & SERVICES			
5. Professional Services			
6. Printing		208.66	
7. Utilities			
8. Telephone		534.93	
9. Equipment Rental	3.49	994.48	
10. Space Rent	806.00	2,712.43	
11. Repairs	75.00	298.10	
12. Postage	-	-	
13. Office Supplies	14.50	372.92	
14. Education & Training	-	-	
15. Mileage	185.17	611.76	
16. Insurance	60.00	260.50	
17. Dues & Subscriptions	-	-	
18. Sub Awards < \$25k	-	-	
SUBTOTAL DIRECT MATERIALS	1,144.16	5,993.78	
INDIRECT COSTS			
19. Overhead/Admin	2,411.79	7,040.13	
OTHER COSTS			
20. Client Assistance	8,989.82	11,918.29	
21. Capital Expenditures			
22. Sub Awards > \$25k			
Total Expenditures	18,490.42	53,974.40	

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature:

Date: May 20, 2019

Name, Please Print: Bertha Madrigal

Title: Billing Specialist

Contact Person If questions on invoice: Bertha Madrigal Phone: 503 688 26 85

Beth
Bertha
5/21/19

Invoice #: 10-ILN

Client Assistance

For: Apr-19

Client ID	Navigator name	Date	Inv. #	Vendor	Check # / Card trans. #	Description	Amount
CC-176791	Emma Friedland	4/2/2019	Voucher no. 17424	Columbia View Apartments	Check no. 114378	April rent	\$ 600.00
CC-175898	Emma Friedland	4/2/2019	Voucher no. 16987	The Satellite Apartments	Check no. 114377	Rental deposit	\$ 1,650.00
CC-175898	Emma Friedland	4/7/2019	Voucher no. 16986	The Satellite Apartments	Check no. 114376	1st month/April rent	\$ 825.00
CC-175898	Emma Friedland	4/4/2019	Credit Card	Target	VCD#5250659	household essentials	\$ 158.93
CC-175898	Emma Friedland	4/4/2019	Credit Card	Goodwill	Invoice #55588103	household essentials	\$ 46.84
CC-175898	Emma Friedland	4/4/2019	Credit Card	Dollar Tree	Auth/Traffic#14004/013752	household essentials	\$ 12.00
CC-175898	Emma Friedland	4/6/2019	Credit Card	Grocery Outlet	Ref#C24246	household essentials	\$ 33.97
CC-175898	Emma Friedland	4/7/2019	Credit Card	Trinet	Auth#514090	Trinet fee to go to ICE + SAP check-ins	\$ 5.00
CC-001341	Emma Friedland	4/1/2019	Voucher no. 16995	Department of Justice	Check no. 114518	notice of appeal fee for asylum petition	\$ 110.00
CC-173846	Emma Friedland	4/18/2019	Credit Card	Fairview USPS	Approval#418125	Certified mailing of asylum application	\$ 4.65
CC-178053	Emma Friedland	4/19/2019	Credit Card	Ross	Auth#5138145	essential clothing for a people (+ dad for court)	\$ 330.74
CC-178053	Emma Friedland	4/19/2019	Credit Card	Goodwill	Invoice#59157803	essential clothing for 3 people (+ dad for court)	\$ 127.84
CC-178053	Emma Friedland	4/19/2019	Credit Card	Target	VCD#5251-51-636	all mattresses + bedding & for 5 people	\$ 133.88
CC-001341	Emma Friedland	4/20/2019	Credit Card	FedEx Office	Receipt#513160894	notice of appeal copies	\$ 7.02
CC-001341	Emma Friedland	4/22/2019	Credit Card	Fairview USPS	Transaction#552	copies + certified mailings of notice of appeal	\$ 30.45
CC-178053	Emma Friedland	4/22/2019	Voucher no. 16997	Fair Acres Apartments	Check no. 114581	Bental deposit	\$ 900.00
CC-178053	Emma Friedland	4/22/2019	Voucher no. 16996	Fair Acres Apartments	Check no. 114550	April rent pro-rate	\$ 325.00
CC-178053	Emma Friedland	4/25/2019	Credit Card	Community Warehouse	Inv#00000745	Community Warehouse appointment - furnishings	\$ 80.00
CC-178053	Emma Friedland	4/30/2019	Voucher no. 17001	Fair Ac'e Apartments	Check no. 114731	May rent	\$ 395.00
CC-178053	Emma Friedland	4/30/2019	Voucher no. 17000	Lantana Apartments	Check no. 114715	May rent	\$ 1,173.50
CC-178053	Emma Friedland	4/30/2019	Voucher no. 16998	The Satellite Apartments	Check no. 114717	May rent	\$ 325.00
CC-178053	Emma Friedland	4/30/2019	Voucher No 16999	King's Garden Apartments	Check no. 114730	Portion of May rent	\$ 325.00

\$ 3,985.82

Multnomah County, Department of County Human Services
Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report Form

Contractor Name: El Programa Hispano Catolico

Service Period: 05/01/19 to 05/31/19

Page 1 of 1 Invoice #: 11-ILN

Contract Funds	Service Type Name		Culturally Specific Immigration Legal Navigators
	Release Order Number	Line #:	
Expenditures	Current Period	Year to Date	
PERSONNEL			
1. Salaries	3,749.78	23,415.27	
2. Overtime			
3. Fringe	1,715.66	11,072.37	
4. Volunteers			
Subtotal Personnel	5,465.44	34,487.64	
DIRECT MATERIALS & SERVICES			
5. Professional Services	-	-	
6. Printing	70.00	278.66	
7. Utilities		-	
8. Telephone	80.00	614.93	
9. Equipment Rental	100.00	1,094.48	
10. Space Rent	450.00	3,162.43	
11. Repairs	75.00	373.10	
12. Postage	-	-	
13. Office Supplies	215.00	587.92	
14. Education & Training	-	-	
15. Mileage	-	611.76	
16. Insurance	60.00	320.50	
17. Dues & Subscriptions	-	-	
18. Sub Awards < \$25k	-	-	
SUBTOTAL DIRECT MATERIALS	1,050.00	7,043.78	
INDIRECT COSTS			
19. Overhead/Admin	1,331.68	8,371.81	
OTHER COSTS			
20. Client Assistance	2,362.40	14,280.69	
21. Capital Expenditures	-	-	
22. Sub Awards > \$25k	-	-	
Total Expenditures	10,209.52	64,183.92	

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature:

Date: June 17, 2019

Name, Please Print: Bertha Madrigal

Title: Billing Specialist

Contact Person If questions on invoice: Bertha Madrigal Phone: 503 688 2685

OK to pay
allison
06/17/19

Invoice #11-LN

Client Assistance

May-19

**Attachment A, Section 12
Amendment 9**

**Multnomah County, Department of County Human Services
Youth & Family Services Division**

Program Instructions for Immigration Legal Services Navigator Positions

Agency: Immigrant & Refugee Community Organization

Effective: July 1, 2018 to June 30, 2019

Statement of Work

Service Description	Type of Funding	Amount of Funding	Validity Dates	Payment Method
Culturally Specific African, Asian and Slavic Legal Services Navigation, Outreach and Education	County General Fund	\$70,000	7/1/18-6/30/19	Per Invoice, Cost Reimbursement, Requirements
	Total Funding	\$70,000		

Service Description

Immigrant & Refugee Community Organization (IRCO) shall provide community Navigation services to members of the immigrant community impacted by changes to immigration law and enforcement. The Navigator shall:

- Manage the legal services client intake process by holding one-on-one meetings with potential clients, collecting personal information and case details. Refer cases to legal services providers. Schedule and manage legal consultations. Assist community members in finding appropriate legal services.
- Follow up with clients who do not receive legal services to share information, referrals, and/or resources.
- Outreach to community and other organizations about legal and navigation services. Participate in relevant initiatives such as Oregon Ready Coalition.
- Conduct, participate in and coordinate community education regarding Know Your Rights, Protect Your Family Plan, Financial Safety, and other relevant topics.
- Provide family support services relating to immigration (family planning, accessing mental health services, accessing rent assistance, language access, etc.)

Client Assistance

Client assistance is allowed under this program as reasonable expenses in support and/or as a result of immigration proceedings.

An expense is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances at the time the decision was made to incur the expense. When determining the reasonableness of the cost, consideration must be given to:

- Whether the cost is of a type generally recognized as ordinary and necessary for the family or individual to participate in immigration proceedings or remain stable as a result of immigration proceedings

- How the amount of the expenditure affects the availability of services to other families or individuals
- How the cost compares to the costs of goods or services provided by another vendor in the same geographic area
- Does the expenditure significantly deviate from the agency's established practices and policies regarding the incurrence of costs

Contractor shall contact County staff with questions regarding allowable expenses. If the expense is approved, Contractor shall document approvals in the client service file.

Documentation of Client Assistance Expenditures

All Client Assistance expenditures must be thoroughly documented. The client file and case notes must include:

- A statement of need for the specific client assistance and how it relates to or alleviates the impact of an immigration proceeding
- Copies of receipts. Original receipts may be maintained in agency's fiscal department
- Signed acknowledgement by the client as to having received the client assistance
- Copy of the signed executed rental agreement when client assistance is used to pay full or partial rent

When requesting reimbursement of Client Assistance fund expenditures, Contractor's invoice must include the following information:

- Date of the client assistance purchase/service
- Vendor/supplier name
- Description of item purchased – Examples: transportation/bus tickets, child care, utility payments
- Dollar amount – Actual dollar amount of each purchase
- Relationship to an immigration proceeding

Contractor's fiscal department must maintain fiscal documentation of the client assistance expenditures.

Payment requests may be disallowed if client assistance is not fully documented and invoiced properly.

Some examples of allowable expenses are:

- Transportation or child care costs to attend an immigration legal proceeding
- Emergency housing expenses resulting from detention of head of household because of immigration status

Gift cards are not an allowable client assistance expense.

Target Population

The target population for Navigation services will be immigrant and refugee families in Multnomah County who have been disproportionately impacted by recent changes in the federal immigration landscape. Legal information and education shall also be provided to staff working with target populations and others who may benefit from this information.

Contractor Responsibilities

IRCO shall work collaboratively with County staff and partner agencies to provide client intake, referral, guidance, resource information, outreach, education, systems coordination and family support to immigrant and refugee families in Multnomah County, as well as technical guidance to staff working with client populations and others who may benefit from the information.

Outputs and Outcomes

Immigration Legal Services Navigation	Target Number and Outputs	Source
Target # clients receiving intake, referral and/or resource information	Approximately 100 clients will receive intake, referral and/or resource information	Monthly report
Immigration systems information and education to community members	Approximately 2 trainings and 4 community workshops to immigrant and refugee community members to approximately 70 attendees by IRCO	Monthly report
	Outcomes Approximately 170 individuals and families will receive timely and accurate information, referral, training, education, family services and/or resource information	Monthly report

Reporting Requirements

Type of Report	Due Date (s)	Information in Report
Bi-Monthly Report	Reports due on the 15th of every other month	<ul style="list-style-type: none">• Number of people receiving intake services, the name of agency providing the service, the location of the service, and type of service• Number of people receiving legal services from an attorney• Number of training events, date and location of events, topics covered, and number of attendees• Description of any other navigation or logistical services provided under this contract and by which agency• Description of any other activities or services performed or additional expenses incurred under this contract, which agency performed the activity or provided the service and location of activity or service• The July 15th report will be a final year-end report including total outputs and outcomes as measured against total targets for the full year. The final report will also include a narrative description of 1-3 success stories and/or compelling cases.

Reports should be mailed or emailed to: Neisha Saxena, Department of County Human Services, 209 SW 4th Ave, 2nd Floor, Portland, OR 97204, neisha.saxena@multco.us (or in the event of personnel changes to the Youth and Family Services Division Director).

To: Neisha Saxena, Multnomah County Senior Legal and Policy Analyst
From: Daphne Auza, IRCO Immigration Community Navigator
Re: April and May 2019 Community Navigator Monthly Reports
Date: May 15, 2019

Since my last report, I have conducted 19 navigations for Equity Corps. Nine of them have received pro se support through Equity Corps attorneys. These are asylum seekers who do not have a final hearing scheduled yet in immigration court, but need an attorney to provide timely assistance for other steps in the asylum process. This includes completing an asylum application before their one-year filing deadline, submitting a notice saying that they plan to appeal an immigration judge's decision to deport them, and getting consultations on next steps for their case. Innovation Law Lab added the remaining 10 navigations to their pro bono pool, with the intention of matching them with attorneys once their final hearings are scheduled. I accompanied two of my navigations to immigration court upon their request, to help ease anxieties they were having. This also permitted me to check in with their family members also emotionally impacted and confused by the asylum process.

Outside of Equity Corps, I provided referrals and resources to 52 community members. Because of the trust that IRCO has cultivated with community, many people call IRCO Immigration Legal Services not only seeking legal support, but also social services. I am currently in the process of trying to connect a homeless high school student to a Temne speaker through IRCO's Language Bank, in order to sort out his immigration history and connect him to other legal resources. I have also referred one undocumented community member into our domestic violence program, and a second family into our rental assistance program. Additionally I am trying to help connect another Equity Corps navigation who is a minor get connected to therapy and family mediators to support her with her trauma.

I organized and co-presented at six different Know Your Rights events that served roughly 100 community members. On April 6, IRCO partnered with Village Church to host a workshop specifically for Middle Eastern community members. The church regularly hosts Arabic classes for youth and there are apartment complexes in the area that house many Arabic-speaking refugees. IRCO staff and I recruited three private attorneys to sit on a panel with Jeanice, where they spoke to interactions with ICE and law enforcement, troubleshooting delays and case inquiries with USCIS, and public charge. Afterwards, all four attorneys held short consultations with attendees where they provided legal advice to community members seeking help with citizenship, green cards, and petitioning family. Twenty-two Arabic-speaking community members attended in total, and 14 of the attendees received pro bono consultations. We provided 3 Arabic interpreters and childcare at the event. As a navigator, I was able to follow up with 3 attendees to connect them to other legal and social services that they needed.

On April 10, we facilitated two Vietnamese presentations at Madison High School, one of IRCO's SUN sites. An early afternoon and an evening presentation were held in one day in order to accommodate the schedules of different groups of clients: the seniors who were food pantry

clients, and parents who had just picked up their children from school. At the request of community members and their case workers, the presentations focused on public charge and citizenship. With the support of Vietnamese interpreters and translated materials, we provided information that dispelled myths of the public charge proposal, spoke to eligibility requirements for citizenship, and the importance of naturalization. All of the seniors were food pantry clients because they were on public benefits and feared targeting from immigration. 22 community members total attended both presentations.

IRCO also helped to coordinate two Know Your Rights events for the Reynolds School District staff on April 12, and student families on April 13. On the 12th, I sat on a panel speaking to staff about the advocacy and resource support that I provide to community members. On the 13th, I also referred an undocumented community member who was not in removal proceedings to nonprofit and private legal services. About 50 people in total attended these events, mostly Spanish-speaking, and a couple families who speak Burmese languages.

On April 23, Jeanice and I led our second immigration workshop for 6 clients in IRCO's domestic violence program. We provided information on family immigration and the rights and responsibilities of green card holders and US citizens.

To: Neisha Saxena, Multnomah County Senior Legal and Policy Analyst
From: Daphne Auza, IRCO Immigration Community Navigator
Re: February and March Community Navigator Monthly Reports
Date: March 15, 2019

Throughout February and March 2019, I have provided information and referral resources to 52 community members. I do intentional follow-up with clients who do not speak English or have transportation issues, to ensure that they are receiving the support they need.

I conducted 9 navigations for Equity Corps. With the guidance of attorneys in Innovation Law Lab, I keep in contact with the people I have navigated since they often have questions about master calendar hearings and accessing medical care or counseling. One woman I navigated needed information on how to delegate power of attorney to her U.S. citizen brother, in case ICE ever detains her. I have been tracking the case statuses of my navigations – regardless of whether or not Equity Corps accepted them - using the Executive Office of Immigration Review automated hotline. Through regular tracking, I was able to inform a community member and Equity Corps when his case was remanded back to immigration court. Prior to this he was not Equity Corps-eligible because he had a pending appeal and lived in Vancouver, but I successfully advocated for him to be in the program because of his volunteer hours in Portland.

One of my navigations was a result of a change in diplomatic relations between Cambodia and the U.S., wherein the former had agreed to open its borders to Cambodians with criminal records who were previously in removal proceedings. He had received a two-week notice to appear at the ICE office for final detention for removal. Within 48 hours I gathered his background information and connected him with an attorney, who provided him information about his options. I coordinated a legal consultation for a Pacific Islander community member who had been in deportation proceedings, and since then have been trying to provide the family with resources and information about his rights.

The past period was dedicated to coordinating and scheduling Know Your Rights and immigration workshops for the community. One presentation was given to 6 IRCO community members participating in our organization's leadership program. Another was given to 16 participants in our domestic violence program on immigration benefits available to survivors of crime. There are two more presentations scheduled for March: a second one for participants in our domestic violence program, and another for the African Foulani community. With the support of the IRCO Immigration Legal Services team, I have also set dates for five presentations in April for Vietnamese, Latinx, and Middle Eastern communities in partnership with school-based programs and churches. Dates and logistics for immigration workshops for Eritrean, Ethiopian, Filipino, Haitian, and Tongan communities are still pending.

In February, I co-led a presentation on public charge with the support of the IRCO ILS team and Mark Bowers from Oregon Law Center. There were roughly 60 IRCO staff in attendance.

In March I completed CLINIC's Comprehensive Overview of Immigration Law. It has built up my confidence in knowing where to refer community members, and in delivering Know Your Rights trainings/immigration workshops. Currently I am working with the other navigators to create a resource guide and checklist for navigations, since the people we serve typically have needs other than immigration. Additionally, I have proposed that Innovation Law Lab connect navigators with Interfaith Movement for Immigrant Justice, so that we can get a training on accompanying people in removal proceedings to their hearings.

To: Neisha Saxena, Multnomah County Senior Legal and Policy Analyst
From: Daphne Auza, IRCO Immigration Community Navigator
Re: October and November Community Navigator Monthly Reports
Date: January 16, 2019

Throughout December and January, I have provided information and referral resources to 35 immigrant and refugee community members. Most of these referrals took place over the phone, where I provided detailed guidance regarding local immigration legal services pertaining to their issue and/or other organizations who could support with the service they needed. Of the 35 referrals, I also met 3 community members in person to help them identify notices or documents related to their immigration situation and determine where they could seek help. Some community members do not feel comfortable disclosing immigration information over the phone and prefer in-person conversations.

I also conducted 9 navigations for community members in removal proceedings. Their countries of origin varied: Ukraine, Ethiopia, Guatemala, and Mexico. Beyond these navigations, I provide support by accompanying them to ICE check-ins, referring them to other needed social services, or accompanying them to attorney appointments and Equity Corps pro se workshops. I serve as one of the primary liaisons between the client, their loved ones or sponsors, and Equity Corps until they are placed with an attorney.

With the help of a fellow Community Navigator at Latino Network and Jeanice, I am being trained in delivering Know Your Rights trainings and family safety planning. When I am not navigating community members to places where they can seek legal support, I am doing my own research on immigration policy that may affect IRCO's immigrant and refugee communities, since Latino Network's KYR curriculum is specific to their Latino client base. SOAR's Equity Corps removal defense attorney, Theodora Lenihan, and I are working on delivering a culturally responsive Know Your Rights training to the Zomi community on Sunday, January 27 and to the Lao temple next month. Many members of this community are asylees and refugees and may lack access to dual citizenship, their country's consulate, or other potential safety documents like migrants of contiguous North/Central/South American countries do.

Additionally, I am setting up meetings with key community leaders to hold more future Know Your Rights trainings. Much of the initial interest has come from Southeast Asian communities (Cambodian, Filipino, etc.), but I am in communication with Arabic-speaking and African community leaders in order to ensure information is disseminated to those communities. I will be supporting Jeanice with her upcoming Know Your Rights presentations to IRCO staff and the Reynolds School District staff and families as well. We will hold a "Train the Trainer" versions of Know Your Rights for IRCO staff on the public charge proposal.

Currently I am enrolled in CLINIC's Comprehensive Overview of Immigration Law training, which will provide me with a strong foundation of legal information to support my outreach and Know Your Rights workshops.

Thank you again for allowing us the opportunity to serve immigrant and refugee populations in Multnomah County. Please let me know if you have any questions.

To: Neisha Saxena
From: Jeanice Chieng
Re: October and November Community Navigator Monthly Reports
Date: November 27, 2018

For the past two months, IRCO has prioritized the hiring and onboarding of an immigration community navigator to join our team, in addition to providing referral resources, information, and education at community events.

In October 2018, IRCO hired Daphne Auza as our Immigration Community Navigator. With my support, Daphne's primary work at IRCO will focus on: 1) providing immigration Know Your Rights information to community members, 2) conducting safety and financial planning to individuals/families at risk of deportation; 3) providing immigration legal information and referral resources, and 4) connecting those who are facing deportation to the Equity Corps (universal representation) Program, in hopes that they can receive pro bono support to fight their removal case and stay in the US.

Daphne's onboarding process in October has included a number of trainings, including, but not limited to: knowledge with regard to the immigration legal services in the Portland metro community; the completion of an Introduction to Immigration Law e-webinar training; as well attending Innovation Law Lab's community navigator training for the Equity Corps program.

During October, we conducted one community navigation for someone facing removal into the Equity Corps portal, and provided immigration information and referral resources to approximately 7 community members.

During the first half of November, we conducted another community navigation to the Equity Corps portal, and provided information and referral resources to approximately 5 community members.

Additionally, we participated in two local community events. As you know, the SE Asian community have also been the target of deportation with the current administration. One proactive measure we are pursuing is providing education and information to those eligible in those communities to naturalize. Naturalization will provide them with stronger security and protection from deportation.

On November 4th, we participated in community outreach and education at Wat Buddhathammaram Lao temple in NE Portland where we spoke to roughly 25 community members about the eligibility requirements and benefits of citizenship. Additionally, on November 10th, at the Portland Hmong New Year at Roosevelt High School, we had a table and provided information to approximately 15 people on citizenship.

Most, if not all, of the community members we encountered were extremely grateful for the education and information. They expressed gratitude for our time and services.

Thank you again for allowing us the opportunity to serve immigrant and refugee populations in Multnomah County. Please let me know if you have any questions.

RECEIVED NOV 19 2018

Multnomah County - Department of County Human Services
Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report

Contractor Name: Immigrant and Refugee Community Organization

Service Period: 10/01/18 to 10/31/18 Invoice # 1-33058 19

MULT ILS				
Contract Funds	Release Order #: 4500196073	Line #: 0001	BUDGET	BALANCE
	Expenditures	Current Period	Year To Date	7/18 - 6/19
PERSONNEL				
1. Salaries	688.16	688.16	39,287.00	38,598.84
2. Overtime				
3. Fringe	92.52	92.52	14,870.00	14,777.48
4. Volunteers				
SUBTOTAL PERSONNEL	780.68	780.68	54,157.00	53,376.32
DIRECT MATERIALS & SERVICES				
5. Professional Services		-	800.00	800.00
6. Printing		-	400.00	400.00
7. Utilities		-	-	-
8. Telephone		-	224.00	224.00
9. Equipment Rental		-	-	-
10. Space Rent	242.68	242.68	3,200.00	2,957.32
11. Repairs		-	900.00	900.00
12. Postage		-	-	-
13. Supplies		-	1,668.00	1,668.00
14. Education/Training		-	1,000.00	1,000.00
15. Mileage		-	450.00	450.00
16. Insurance	1.83	1.83	264.00	262.17
17. Dues/Subscriptions		-	0.00	-
18. Sub Awards <\$25k		-	-	-
SUBTOTAL DIRECT MATERIALS	244.51	244.51	8,906.00	8,661.49
INDIRECT COSTS				
19. Overhead/Admin	112.77	112.77	6,937.00	6,824.23
OTHER COSTS				
20. Client Assistance		-	-	-
21. Capital Expenditures		-	-	-
22. Sub Awards >\$25k		-	-	-
TOTAL EXPENDITURES	1,137.96	1,137.96	70,000.00	68,862.04

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature:

11/19/2018

Phuong Ngo - Accounting Specialist

Phone: 971-271-6412

GR# 5-719728
OK to pay 11/21/18
Mlll 11/21/18
Gillm

RECEIVED DEC 11 2018

Multnomah County - Department of County Human Services

Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report

Contractor Name: Immigrant and Refugee Community Organization

Service Period: 11/01/18 to 11/30/18 Invoice # 2-33058 19

MULT ILS				
Contract Funds	Release Order #: 4500196073	Line #: 0001	BUDGET	BALANCE
Expenditures	Current Period	Year To Date	7/18 - 6/19	Year To Date
PERSONNEL				
1. Salaries	1,596.06	2,284.22	39,287.00	37,002.78
2. Overtime				
3. Fringe	262.80	355.32	14,870.00	14,514.68
4. Volunteers				
SUBTOTAL PERSONNEL	1,858.86	2,639.54	54,157.00	51,517.46
DIRECT MATERIALS & SERVICES				
5. Professional Services		-	800.00	800.00
6. Printing		-	400.00	400.00
7. Utilities		-		
8. Telephone	3.43	3.43	224.00	220.57
9. Equipment Rental		-		
10. Space Rent	234.71	477.39	3,200.00	2,722.61
11. Repairs		-	900.00	900.00
12. Postage		-		
13. Supplies		-	1,668.00	1,668.00
14. Education/Training		-	1,000.00	1,000.00
15. Mileage		-	450.00	450.00
16. Insurance	1.61	3.44	264.00	260.56
17. Dues/Subscriptions		-	0.00	
18. Sub Awards <\$25k		-		
SUBTOTAL DIRECT MATERIALS	239.75	484.26	8,906.00	8,421.74
INDIRECT COSTS				
19. Overhead/Admin	230.85	343.62	6,937.00	6,593.38
OTHER COSTS				
20. Client Assistance		-		
21. Capital Expenditures				
22. Sub Awards >\$25k				
TOTAL EXPENDITURES	2,329.46	3,467.42	70,000.00	66,532.58

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature:

12/11/2018

Phuong Ngo - Accounting Specialist

Phone: 971-271-6412

My Cur, 12-11-18

RECEIVED JAN 1 / 2019

RECEIVED JAN 1 / 2019

Multnomah County - Department of County Human Services

Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report

Contractor Name: Immigrant and Refugee Community Organization

Service Period: 12/01/18 to 12/31/18 Invoice # 3-33058 19

MULT ILS				
Contract Funds Expenditures	Release Order #: 4500196073	Line #: 0001.	BUDGET	BALANCE
	Current Period	Year To Date	7/18 - 6/19	Year To Date
PERSONNEL				
1. Salaries	9,720.77	12,004.99	39,287.00	27,282.01
2. Overtime				
3. Fringe	1,134.32	1,489.64	14,870.00	13,380.36
4. Volunteers				
SUBTOTAL PERSONNEL	10,855.09	13,494.63	54,157.00	40,662.37
DIRECT MATERIALS & SERVICES				
5. Professional Services			800.00	800.00
6. Printing	17.72	17.72	400.00	382.28
7. Utilities				
8. Telephone	62.29	65.72	224.00	158.28
9. Equipment Rental				
10. Space Rent	336.12	813.51	3,200.00	2,386.49
11. Repairs			900.00	900.00
12. Postage				
13. Supplies		-	1,668.00	1,668.00
14. Education/Training		-	1,000.00	1,000.00
15. Mileage		-	450.00	450.00
16. Insurance	17.70	21.14	264.00	242.86
17. Dues/Subscriptions		-	0.00	-
18. Sub Awards <\$25k		-		
SUBTOTAL DIRECT MATERIALS	433.83	918.09	8,906.00	7,987.91
INDIRECT COSTS				
19. Overhead/Admin	1,241.78	1,585.40	6,937.00	5,351.60
OTHER COSTS				
20. Client Assistance		-		
21. Capital Expenditures				
22. Sub Awards >\$25k				
TOTAL EXPENDITURES	12,530.70	15,998.12	70,000.00	54,001.88

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature:

1/15/2019

Phuong Ngo - Accounting Specialist

Phone: 971-271-6412

RECEIVED FEB. 13 2019



**IMMIGRANT & REFUGEE COMMUNITY ORG
10301 NE Glisan St.
Portland, OR 97220**

Bill To:

MULTNOMAH COUNTY OREGON
Ellen Taylor
501 SE Hawthorne Blvd. Ste 400
Portland, OR 97204

VENDOR #
PO #
INVOICE #
INV PERIOD
INV DATE

14647
4500196073
4-33058 19
1/1/2019 - 1/31/2019
2/13/19

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate, to the best of my knowledge.

Agency Signature:

Date: 2/13/2019

Print Name: Phuong Ngo - Accounting Specialist

Phone: 971-271-6412

Multnomah County - Department of County Human Services

Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report

Contractor Name: Immigrant and Refugee Community Organization

Service Period: 1/01/19 to 1/31/19 Invoice # 4-33058 19

MULT ILS

Contract Funds	Purchase Order #: 4500196073	Line #: 1	BUDGET	BALANCE
Expenditures	Current Period		7/18 - 6/19	Year To Date
PERSONNEL				
1. Salaries	4,158.90	16,163.89	39,287.00	23,123.11
2. Overtime				
3. Fringe	619.96	2,109.60	14,870.00	12,760.40
4. Volunteers				
SUBTOTAL PERSONNEL	4,778.86	18,273.49	54,157.00	35,883.51
DIRECT MATERIALS & SERVICES				
5. Professional Services	20.27	20.27	800.00	779.73
6. Printing	19.92	37.64	400.00	362.36
7. Utilities				
8. Telephone	9.62	75.34	224.00	148.66
9. Equipment Rental				
10. Space Rent	236.08	1,049.59	3,200.00	2,150.41
11. Repairs			900.00	900.00
12. Postage				
13. Supplies			1,668.00	1,668.00
14. Education/Training	450.00	450.00	1,000.00	550.00
15. Mileage			450.00	450.00
16. Insurance	17.93	39.07	264.00	224.93
17. Dues/Subscriptions			0.00	
18. Sub Awards <\$25k				
SUBTOTAL DIRECT MATERIALS	753.82	1,671.91	8,906.00	7,234.09
INDIRECT COSTS				
19. Overhead/Admin	608.59	2,193.99	6,937.00	4,743.01
OTHER COSTS				
20. Client Assistance				
21. Capital Expenditures				
22. Sub Awards >\$25k				
TOTAL EXPENDITURES	6,141.27	22,139.39	70,000.00	47,860.61



Invoice

**IMMIGRANT & REFUGEE COMMUNITY ORG
10301 NE Glisan St.
Portland, OR 97220**

VENDOR #
PO #
INVOICE #
INV PERIOD
INV DATE

14647
4500196073
5-33058 19
2/1/19 - 2/28/19
3/12/19

Bill To:

MULTNOMAH COUNTY OREGON
Ellen Taylor
501 SE Hawthorne Blvd. Ste 400
Portland, OR 97204

AMOUNT

\$7,844.49

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate, to the best of my knowledge.

Agency Signature:

Date: 3/12/2019

Print Name: Phuong Ngo - Accounting Specialist

Phone: 971-271-6412

Multnomah County - Department of County Human Services
 Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report

Contractor Name: Immigrant and Refugee Community Organization

Service Period: 2/01/19 to 2/28/19 Invoice # 5-33058 19

MULT ILS				
Contract Funds	Purchase Order #: 4500196073	Line #: 1	BUDGET	BALANCE
Expenditures	Current Period	Year To Date	7/18-6/19	Year To Date
PERSONNEL				
1. Salaries	5,044.99	21,208.88	39,287.00	18,078.12
2. Overtime		-		
3. Fringe	875.22	2,984.82	14,870.00	11,885.18
4. Volunteers		-		
SUBTOTAL PERSONNEL	5,920.21	24,193.70	54,157.00	29,963.30
DIRECT MATERIALS & SERVICES				
5. Professional Services		20.27	800.00	779.73
6. Printing	23.40	61.04	400.00	338.96
7. Utilities		-		
8. Telephone	9.64	84.98	224.00	139.02
9. Equipment Rental		-		
10. Space Rent	429.12	1,478.71	3,200.00	1,721.29
11. Repairs		-	900.00	900.00
12. Postage		-		
13. Supplies	417.95	417.95	1,668.00	1,250.05
14. Education/Training	240.00	690.00	1,000.00	310.00
15. Mileage		-	450.00	450.00
16. Insurance	26.79	65.86	264.00	198.14
17. Dues/Subscriptions		-	0.00	
18. Sub Awards <\$25k		-		
SUBTOTAL DIRECT MATERIALS	1,146.90	2,818.81	8,906.00	6,087.19
INDIRECT COSTS				
19. Overhead/Admin	777.38	2,971.37	6,937.00	3,965.63
OTHER COSTS				
20. Client Assistance		-		
21. Capital Expenditures				
22. Sub Awards >\$25k				
TOTAL EXPENDITURES	7,844.49	29,983.88	70,000.00	40,016.12



Invoice

**IMMIGRANT & REFUGEE COMMUNITY ORG
10301 NE Glisan St.
Portland, OR 97220**

Bill To:
MULTNOMAH COUNTY OREGON
Ellen Taylor
501 SE Hawthorne Blvd. Ste 400
Portland, OR 97204

VENDOR #	14647
PO #	4500196073
INVOICE #	33058 19 MAR
INV PERIOD	3/1/19 - 3/31/19
INV DATE	4/17/19
AMOUNT	\$9,401.11

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate, to the best of my knowledge.

Agency Signature:

Date: 4/17/2019

Print Name: Phuong Ngo - Accounting Specialist

Phone: 971-271-6412

Multnomah County - Department of County Human Services
Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report

Contractor Name: Immigrant and Refugee Community Organization

Service Period:	3/01/19 to 3/31/19		Invoice #	33058 19 MAR
MULT ILS				
Contract Funds	Purchase Order #: 4500196073	Line #: 1	BUDGET	BALANCE
Expenditures	Current Period	Year To Date	7/18 - 6/19	Year To Date
PERSONNEL				
1. Salaries	6,392.71	27,601.59	39,287.00	11,685.41
2. Overtime				
3. Fringe	1,142.96	4,127.78	14,870.00	10,742.22
4. Volunteers				
SUBTOTAL PERSONNEL	7,535.67	31,729.37	54,157.00	22,427.63
DIRECT MATERIALS & SERVICES				
5. Professional Services	100.00	120.27	800.00	679.73
6. Printing	38.63	99.67	400.00	300.33
7. Utilities				
8. Telephone	53.55	138.53	224.00	85.47
9. Equipment Rental				
10. Space Rent	361.71	1,840.42	3,200.00	1,359.58
11. Repairs	189.36	189.36	900.00	710.64
12. Postage				
13. Supplies	35.38	453.33	1,668.00	1,214.67
14. Education/Training	140.00	830.00	1,000.00	170.00
15. Mileage			450.00	450.00
16. Insurance	29.40	95.26	264.00	168.74
17. Dues/Subscriptions			0.00	
18. Sub Awards <\$25k				
SUBTOTAL DIRECT MATERIALS	948.03	3,766.84	8,906.00	5,139.16
INDIRECT COSTS				
19. Overhead/Admin	917.41	3,888.78	6,937.00	3,048.22
OTHER COSTS				
20. Client Assistance				
21. Capital Expenditures				
22. Sub Awards >\$25k				
TOTAL EXPENDITURES	9,401.11	39,384.99	70,000.00	30,615.01



RECEIVED MAY 13 2019

Invoice

**IMMIGRANT & REFUGEE COMMUNITY ORG
10301 NE Glisan St.
Portland, OR 97220**

Bill To:

MULTNOMAH COUNTY OREGON
Ellen Taylor
501 SE Hawthorne Blvd. Ste 400
Portland, OR 97204

VENDOR #
PO #
INVOICE #
INV PERIOD
INV DATE

14647
4500196073
33058 19 APR
4/01/19 to 4/30/19
5/10/19
\$12,484.06

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate, to the best of my knowledge.

Agency Signature:

Date: 5/10/2019

Print Name: Phuong Ngo - Accounting Specialist

Phone: 971-271-6412

Multnomah County - Department of County Human Services
Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report

Contractor Name: Immigrant and Refugee Community Organization

Service Period: 4/01/19 to 4/30/19 Invoice # 33058 19 APR

MULT ILS				
Contract Funds	Purchase Order #: 4500196073	Line #: 1	BUDGET	BALANCE
Expenditures	Current Period	Year To Date	7/18 - 6/19	Year To Date
PERSONNEL				
1. Salaries	8,079.75	35,681.34	39,287.00	3,605.66
2. Overtime				
3. Fringe	1,539.74	5,667.52	14,870.00	9,202.48
4. Volunteers				
SUBTOTAL PERSONNEL	9,619.49	41,348.86	54,157.00	12,808.14
DIRECT MATERIALS & SERVICES				
5. Professional Services	125.00	245.27	800.00	554.73
6. Printing	150.16	249.83	400.00	150.17
7. Utilities				
8. Telephone	53.61	192.14	224.00	31.86
9. Equipment Rental				
10. Space Rent	404.76	2,245.18	3,200.00	954.82
11. Repairs	161.75	351.11	900.00	548.89
12. Postage				
13. Supplies	422.11	875.44	1,668.00	792.56
14. Education/Training	240.00	1,070.00	1,000.00	(70.00)
15. Mileage	75.40	75.40	450.00	374.60
16. Insurance	29.23	124.49	264.00	139.51
17. Dues/Subscriptions			0.00	
18. Sub Awards <\$25k				
SUBTOTAL DIRECT MATERIALS	1,662.02	5,428.86	8,906.00	3,477.14
INDIRECT COSTS				
19. Overhead/Admin	1,202.55	5,091.33	6,937.00	1,845.67
OTHER COSTS				
20. Client Assistance				
21. Capital Expenditures				
22. Sub Awards >\$25k				
TOTAL EXPENDITURES	12,484.06	51,869.05	70,000.00	18,130.95



Invoice

**IMMIGRANT & REFUGEE COMMUNITY ORG
10301 NE Glisan St.
Portland, OR 97220**

Bill To:
MULTNOMAH COUNTY OREGON
Ellen Taylor
501 SE Hawthorne Blvd, Ste 400
Portland, OR 97204

VENDOR #
PO #
INVOICE #
INV PERIOD
INV DATE

14647
4500196073
33058 19 MAY
5/01/19 to 5/31/19
6/18/19

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate, to the best of my knowledge.

Agency Signature:

Date: 6/18/2019

Print Name: Phuong Ngo - Accounting Specialist

Phone: 971-271-6412

Multnomah County - Department of County Human Services

Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report

Contractor Name: Immigrant and Refugee Community Organization

Service Period: 5/01/19 to 5/31/19 Invoice #: 33058 19 MAY

MULT ILS				
Contract Funds	Purchase Order #: 4500196073	Line #: 1	BUDGET	BALANCE
Expenditures	Current Period	Year To Date	7/18 - 6/19	Year To Date
PERSONNEL				
1. Salaries	7,535.78	43,217.12	39,287.00	(3,930.12)
2. Overtime				
3. Fringe	1,693.13	7,360.65	14,870.00	7,509.35
4. Volunteers				
SUBTOTAL PERSONNEL	9,228.91	50,577.77	54,157.00	3,579.23
DIRECT MATERIALS & SERVICES				
5. Professional Services	50.00	295.27	800.00	504.73
6. Printing	54.35	304.18	400.00	95.82
7. Utilities		-		
8. Telephone	53.38	245.52	224.00	(21.52)
9. Equipment Rental		-		
10. Space Rent	541.33	2,786.51	3,200.00	413.49
11. Repairs	168.23	519.34	900.00	380.66
12. Postage		-		
13. Supplies	238.99	1,114.43	1,668.00	553.57
14. Education/Training		1,070.00	1,000.00	(70.00)
15. Mileage	180.30	255.70	450.00	194.30
16. Insurance	32.40	156.89	264.00	107.11
17. Dues/Subscriptions		-	0.00	
18. Sub Awards <\$25k		-		
SUBTOTAL DIRECT MATERIALS	1,318.98	6,747.84	8,906.00	2,158.16
INDIRECT COSTS				
19. Overhead/Admin	1,098.88	6,190.21	6,937.00	746.79
OTHER COSTS				
20. Client Assistance				
21. Capital Expenditures				
22. Sub Awards >\$25k				
TOTAL EXPENDITURES	11,646.77	63,515.82	70,000.00	6,484.18

Attachment A Section 8

**Multnomah County, Department of County Human Services
Youth & Family Services Division
Program Instructions for Immigration Legal Services Navigator Positions
Agency: Latino Network**

Effective: July 1, 2018 to June 30, 2019 Revised March 2019

Statement of Work

Service Description	Type of Funding	Amount of Funding	Validity Dates	Payment Method
Culturally Specific Latino Legal Services Navigation, Outreach and Education	County General Fund	\$70,000	7/1/2018-6/30/2019	Per Invoice, Cost Reimbursement, Requirements
Total Funding		\$70,000		

Service Description

Latino Network shall provide community Navigation services to members of the Latino community impacted by changes to immigration law and enforcement. The Navigator shall:

- Manage the legal services client intake process by holding one-on-one meetings with potential clients, collecting personal information and case details. Refer cases to legal services providers. Schedule and manage legal consultations. Assist community members in finding appropriate legal services.
- Follow up with clients who do not receive legal services to share information, referrals, and/or resources.
- Outreach to community and other organizations about legal and navigation services. Participate in relevant initiatives such as Oregon Ready Coalition.
- Conduct, participate in and coordinate community education regarding Know Your Rights, Protect Your Family Plan, Financial Safety, and other relevant topics.
- Provide family support services relating to immigration (family planning, accessing mental health services, accessing rent assistance, language access, etc.)

Client Assistance

Client assistance is allowed under this program as reasonable expenses in support and/or as a result of immigration proceedings.

An expense is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances at the time the decision was made to incur the expense. When determining the reasonableness of the cost, consideration must be given to:

- Whether the cost is of a type generally recognized as ordinary and necessary for the family or individual to participate in immigration proceedings or remain stable as a result of immigration proceedings
- How the amount of the expenditure affects the availability of services to other families or individuals
- How the cost compares to the costs of goods or services provided by another vendor in the same geographic area
- Does the expenditure significantly deviate from the agency's established practices and policies regarding the incurrence of costs

Please contact County staff with questions regarding allowable expenses. If the expense is approved, please document approvals in the client service file.

Documentation of Client Assistance Expenditures

All Client Assistance expenditures must be thoroughly documented. The client file and case notes must include:

- A statement of need for the specific client assistance and how it relates to or alleviates the impact of an immigration proceeding
- Copies of receipts. Original receipts may be maintained in agency's fiscal department
- Signed acknowledgement by the client as to having received the client assistance
- Copy of the signed executed rental agreement when client assistance is used to pay full or partial rent

When an Immigration Legal Navigation Services provider is requesting reimbursement of Client Assistance fund expenditures the agency's invoice must include the following information:

- Date of the client assistance purchase/service
- Vendor/supplier name
- Description of item purchased – Examples: transportation/bus tickets, child care, utility payments
- Dollar amount – Actual dollar amount of each purchase
- Relationship to an immigration proceeding

The agency's fiscal department must maintain fiscal documentation of the client assistance expenditures.

Payment requests may be disallowed if client assistance is not fully documented and invoiced properly.

Some examples of allowable expenses are:

- Transportation or child care costs to attend an immigration legal proceeding
- Emergency housing expenses resulting from detention of head of household because of immigration status

Gift cards are not an allowable client assistance expense.

Target Population

The target population for Navigation services will be immigrant and refugee families in Multnomah County who have been disproportionately impacted by recent changes in the federal immigration landscape. Legal information and education shall also be provided to staff working with target populations and others who may benefit from this information.

Contractor Responsibilities

Latino Network shall work collaboratively with County staff and partner agencies to provide client intake, referral, guidance, resource information, outreach, education, systems coordination and family support to immigrant and refugee families in Multnomah County, as well as technical guidance to staff working with client populations and others who may benefit from the information.

Outputs and Outcomes

Immigration Legal Services Navigation	Target Number and Outputs	Source
Target # clients receiving intake, referral and/or resource information	Approximately 100 clients will receive intake, referral and/or resource information	Monthly report
Immigration systems information and education to community members	Approximately 2 trainings and 4 community workshops to immigrant and refugee community members to approximately 70 attendees by Latino Network	Monthly report
Outcomes	Approximately 170 individuals and families will receive timely and accurate information, referral, training, education, family services and/or resource information	Monthly report

Reporting Requirements

Type of Report	Due Date(s)	Information In Report
Bi Monthly Report	Bi Monthly reports on the 15th of every other month	<ul style="list-style-type: none">• Number of people receiving intake services, the name of agency providing the service, the location of the service, and type of service• Number of people receiving legal services from an attorney• Number of training events, date and location of events, topics covered, and number of attendees• Description of any other navigation or logistical services provided under this contract and by which agency• Description of any other activities or services performed or additional expenses incurred under this contract, which agency performed the activity or provided the service and location of activity or service• The July 15th report will be a final year-end report including total outputs and outcomes as measured against total targets for the full year. The final report will also include a narrative description of 1-3 success stories and/or compelling cases.

Reports should be mailed or emailed to: Neisha Saxena, Department of County Human Services, 209 SW 4th Ave, 2nd Floor, Portland, OR 97204, neisha.saxena@multco.us (or in the event of personnel changes to the Youth and Family Services Division Director).



LatinoNetwork

IMMIGRATION NAVIGATOR REPORT

Reporting Period: December 15, 2018 – January 15, 2019

The Immigration Navigator continued actively working in the community and with partners that work on immigration related issues. This reporting period Latino Network was asked to provide technical assistance to Lincoln County School District. A Know Your Rights workshop was delivered to 83 people in Lincoln County, and four people were trained for future KYR local presentations. In this reporting period, some of the immigration navigator's activities were reduced due to the end of year holiday season. Beginning January 2019, Latino Network has opened drop-in immigration navigation consultations every Thursday from 9:30 to 1:30pm.

Immigration Navigator Latino Culturally Specific Activities

Total number of people that received services during reporting period (individuals)	Type of Services	Location
10	Clients received a variety of services including: legal and stability resources information; intake interviews to submit immigration cases to Equity Corps of Oregon; USCIS navigation services; guidance to obtain legal forms for immigration related purposes.	Clients were contacted and served in different settings, including: Centennial Middle School; Latino Network offices; home visits; and phone calls.

People receiving legal services from attorneys

Number of people receiving legal services from attorneys	Description
14 this reporting period	Individuals that have legal representation
3	3 new family cases were sent to Equity Corps of Oregon (Law Lab) and they qualified for free legal representation.
Total 14 people receiving services form attorneys	

Training/workshops events

Number of events: 2

Total Participants: 95

*Portland United Against Hate (PUAH)

*Family Emergency Plan (FEP)

Location	Date	Topic	Number of participants
Lincoln County School District/Technical Support	12/17/2018	KYR, FEP	83
Centennial Middle School	12/18/2018	KYR, PUAH, FEP	12
TOTAL			95

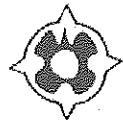
Participation in meetings/events with other stakeholders working on immigration issues and protection measures for immigrants, refugees and asylum seekers

Event	Date	Description
Technical Support Lincoln County School District/KYR Presentation for local community	12/17/2018	Superintendent of School District invited Latino Network to School District's staff to build local community capacity.

Expenses

Expenses have been allocated to the immigration navigator's salary, mileage and outreach materials, and meeting expenses.

The Lincoln County School District paid the travel expenses generated for the trip to the District.



LatinoNetwork

IMMIGRATION NAVIGATOR REPORT

Reporting Period: January 16 – March 15, 2019

The Immigration Navigation program continued strengthening its presence in the Latino Community. In the last two months, Immigration and Customs Enforcement activity has negatively impacted several families from our community. Through the Navigation Program, we have been able to provide wraparound services to those families in crisis as a result of ICE's procedures.

Immigration Navigator Latino Culturally Specific Activities

Total number of people that received services during reporting period (individuals)	Type of Services	Location
21	Clients received a variety of services including: legal and stability resources information; intake interviews to submit immigration cases to Equity Corps of Oregon; low cost attorney services information, and referrals to other areas of social services within Multnomah County	Clients were contacted and served in different settings, including: schools in PPS and Reynolds School District, KYR presentations, Latino Network offices; home visits; and phone calls.

People receiving legal services from attorneys

Number of people receiving Legal services from attorneys	Description
3	Individuals that have legal representation
3	3 new family cases were sent to Equity Corps of Oregon (Law Lab). Two cases qualified for free legal representation and one was rejected
Total 3 people receiving services from attorneys	

Training/workshops events

Number of events: 4

Total Participants: 19

***Portland United Against Hate (PUAH)**

***Family Emergency Plan (FEP)**

Location	Date	Topic	Number of participants
Ron Russell Middle School	2/6/2019	KYR, FEP	5
PCC SE Campus	2/19/2019	KYR, PUAH,	4
Bridger Elementary	2/21/2019	KYR, FEP, PUAH	8
Woodland Elementary	3/5/2019	KYR, FEP, PUAH	2
TOTAL			19

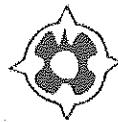
Participation in meetings/events with other stakeholders working on immigration issues and protection measures for immigrants, refugees and asylum seekers

Event	Date	Description
VOZ, Workers lead organization (laborers and immigrants)	2/14/2019	Meeting to coordinate partnership for KYR presentations

Boys and Girls Club	2/23/2019	Presentation to the community about the Immigration Navigation Program
Mexican Consulate	2/26/2019	Meeting to strengthen the partnership between the Mexican Consulate and Latino Network to work together in KYR workshops and low cost immigration legal representation for Mexican nationals.
Multnomah County	2/26/2019	Immigration Legal Navigation Services System Convening

Expenses

Expenses of the program have been allocated to the immigration navigator's salary, mileage, and meeting expenses.



LatinoNetwork

IMMIGRATION NAVIGATOR REPORT

Reporting Period: July- November 15, 2018

The Immigration Navigator Specialist was hired on July. During the months of July and August, the navigator was busy on establishing relationship with important stakeholders that were in the same line of work. The building of relationships were on behalf of the Latino community to navigate for immigration services, developed materials to broadly promote the immigration navigation program within Multnomah County area, researched (national wide) about best practices for *Know Your Rights* (KYR) presentations/workshops, and created a trauma informed and culturally specific Latino Network KYR presentation to better serve the needs of our local community.

Immigration Navigator Latino Culturally Specific Activities

Total number of people that received services during reporting period (individuals)	Type of Services	Location
35	These clients received a variety of services including: legal and stability resources information; intake interviews to submit immigration cases to Equity Corps of Oregon, coalition of immigration attorneys that provide legal representation; citizenship classes referrals, USCIS navigation services; guidance to obtain legal forms for immigration related purposes.	Clients were contacted and served in different settings, including: schools such as Parkrose middle school, Rosa Parks Elementary, Reynolds Middle School, Benson High School; Multnomah County Annual Aging Conference; Latino Network offices; home visits; and phone calls.

People receiving legal services from attorneys

Number of people receiving legal services from attorneys	Description
5	Individual cases that have legal representation
9	This number includes 4 cases sent to Equity Corps of Oregon (Law Lab). Within these 4 cases 9 individuals (family members) are included for legal representation. All of them are asylum seekers that live/work within Multnomah county perimeter.
Total 14	

Training/workshops events

Number of events: 6

Total Participants: 51

*Portland United Against Hate (PUAH)

*Family Emergency Plan (FEP)

Location	Date	Topic	Number of participants
MHCC Maywood campus	09/19/2018	KYR, PUAH, FEP	3
Lane Middle School	10/18/2018	KYR, PUAH, FEP	10
Parkrose MS	10/24/2018	KYR, PUAH, FEP	13
Multnomah County Addictions Program	11/1/2018	KYR	8
Rosa Parks Elementary	11/9/2018	KYR	6
Reynolds Middle School	11/14/2018	KYR, PUAH, FP	11
TOTAL			51

Participation in meetings/events with other stakeholders working on immigration issues and protection measures for immigrants, refugees and asylum seekers

Event	Date	Description
Meeting with State Representative Diego Hernandez	07/19/2018	Collaboration between Representative and Latino Network for the protection of immigrant families
Culture & Conversation: Human Rights and Immigration	08/19/2018	Catholic Charities and PSU event to understand more about current immigration issues and trauma in the community/networking with other organizations
Safe Families Partnership	08/21/2018	Meeting with representatives of Safe Families org. Working in collaboration to recruit temporary foster families that can take care temporary care of children in case of an immigration raid of parents deportation
State Families Stakeholder Workgroup	8/24/2018	State wide initiative bringing together a group of organizations and government offices to create a state wide strategy to respond to massive actions executed by ICE
Meeting with immigration attorney Toni Kelich	8/30/2018	Collaboration between LN and attorney Kelich. Attorney offered reduced fees for consultations for low income families living in the Rockwood area.
Meeting with Coalition of Color Organizations	9/10/2018	Meeting with representatives the different organizations and non-profit law immigration firms to coordinate efforts to better serve different immigrant communities.
Equity Corps of Oregon. Universal Representation Intake Training. Law Lab software	9/20/2018	Immigration Navigator received training to work with a software used for the screening and referral

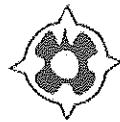
		of potential candidates for legal representation at no cost.
Immigration Forum For Services Providers	9/25/2018	Catholic Charities sponsored event offering information about current immigration policies, services and resources for individuals working with immigrant communities.
Superintendent Parkrose School District	10/16/2018	Meeting with Parkrose Superintendent, Michael Lopes, for collaboration on behalf of Latino families attending the different schools of the District.
Law Lab	11/6/2018	Planning for community outreach and collaboration between different stakeholders working on the issues of immigration/access to legal representation across Multnomah County.
Mexican Consulate/National Immigration Law Center	11/7/2018	Webinar on Public Charge & Its Impact on Immigrant Families

Other entities asking for technical guidance

The Immigration Navigation Program has transcended beyond Multnomah County geographical limits. Other non-for profit organizations in Clackamas, Washington and Clark counties have asked for immigration navigation services support and guidance. Even though we have not been able to provide direct services to clients out of Multnomah County limits, the immigration navigator has provided technical guidance to staff of those organizations.

Expenses

Currently, expenses have been allocated to the immigration navigator's salary, mileage and outreach materials. No extraordinary expenses so far.



LatinoNetwork

IMMIGRATION NAVIGATOR REPORT

Reporting Period: March 16 – May 15, 2019

The Immigration Navigation Program continued expanding among our community. More people are aware of the services provided by this program; therefore demand for services is increasing.

Immigration Navigator Latino Culturally Specific Activities

Total number of people that received services during reporting period (individuals)	Type of Services	Location
26	Clients received a variety of services including: legal and stability resources information; intake interviews to submit immigration cases to Equity Corps of Oregon; low cost attorney services information, and referrals to other areas of social services within Multnomah County	Clients were contacted and served in different settings, including: schools in PPS and Reynolds School District, KYR presentations, Latino Network offices; home visits; and phone calls.

People receiving legal services from attorneys

Number of people receiving Legal services from attorneys	Description
11	Individuals that have legal representation
	11 new family cases were sent to Equity Corps of Oregon (Law Lab). All cases qualified for free legal representation.
Total 11 people plus family members that are at risk of deportation are benefited from free immigration legal representation	

Training/workshops events

Number of events: 8

Total Participants: 200

*Portland United Against Hate (PUAH)

*Family Emergency Plan (FEP)

Location	Date	Topic	Number of participants
Voz Worker Center	3/18/2019	KYR, FEP, PUAH	20
Rigler Elementary	3/20/2019	KYR, FEP	25
Mexican Consulate (collaboration in Salem)	3/24/2019	KYR, FEP	35
Atkinson Elementary	4/3/2019	KYR, FEP, PUAH	40
Voz Worker Center	4/15/2019	KYR, FEP, PUAH	30
Lincoln County School District (Collaboration)	4/15/2019	KYR, FEP	15
Canby (Kendall employees collaboration)	4/23/2019	KYR, FEP	30
Latino Network Roots Program	5/1/2019	KYR, FEP	5
TOTAL			200

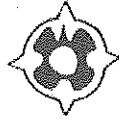
Participation in meetings/events with other stakeholders working on immigration issues and protection measures for immigrants, refugees and asylum seekers

Event	Date	Description
PCC SE Campus Community Forum	4/2/2019	Meeting with SE community partners to learn more about services available for immigrants, refugees and asylum seekers on east Portland
Reynolds School District	4/12/2019	Immigration Forum for RSD staff members
Reynolds School District	4/13/2019	Immigration Forum and Navigation Services for RSD Community
Multnomah County Budget Hearing	4/29/2019	Provided testimony on the importance of the Legal Immigration Navigation Program.

Expenses

Expenses of the program have been allocated to the immigration navigator's salary, mileage, and meeting expenses.

The Lincoln County School District paid travel expenses for workshop delivered on 4/15/19 at Lincoln City.



LatinoNetwork

IMMIGRATION NAVIGATOR REPORT

Reporting Period: November 15 – December 15, 2018

The Immigration Navigator continued establishing relationships with stakeholders that work on behalf of the Latino community on immigration related issues, provided technical assistance to different partners about KYR presentation, and worked actively in the community providing information about the “Public Charge” proposal that has been made by the federal government.

Immigration Navigator Latino Culturally Specific Activities

Total number of people that received services during reporting period (individuals)	Type of Services	Location
11	These clients received a variety of services including: legal and stability resources information; intake interviews to submit immigration cases to Equity Corps of Oregon; citizenship classes referrals, USCIS navigation services; guidance to obtain legal forms for immigration related purposes.	Clients were contacted and served in different settings, including: schools such as Kelly Elementary, Roosevelt High School; Latino Network offices; home visits; and phone calls.

People receiving legal services from attorneys

Number of people receiving legal services from attorneys	Description
0 (this reporting period)	Individual cases that have legal representation
3 (Pending)	3 cases have been sent to Equity Corps of Oregon (Law Lab) and they under review. Clients and Latino Network are waiting for the answer to know if these cases qualify for free legal representation. All of these cases are asylum seekers that live/work within Multnomah county perimeter.
Total 0	

Training/workshops events

Number of events: 2

Total Participants: 15

*Portland United Against Hate (PUAH)

*Family Emergency Plan (FEP)

Location	Date	Topic	Number of participants
Kelly Elementary School	11/27/2018	KYR, PUAH, FEP	5
Roosevelt HS	11/29/2018	KYR, PUAH, FEP	10
TOTAL			15

Participation in meetings/events with other stakeholders working on immigration issues and protection measures for immigrants, refugees and asylum seekers

Event	Date	Description
State Families Stakeholder Workgroup	9/28/2018	State wide initiative bringing together a group of organizations and government offices to create a state wide strategy

		to respond to massive actions executed by ICE
PCC SE Public Safety Bi-monthly meeting	12/4/2018	Presentation about the Immigration Navigation Program and our work with the Latino community
Tigard-Tualatin School District	12/6/2018	Technical support to school district's staff regarding KYR presentations
Catholic Charities	12/10/2018	Meeting with Catholic Charities' staff. Meeting to coordinate efforts with this organization to better serve the Latino immigrant community

Other entities asking for technical guidance

The Immigration Navigation Program has transcended beyond Multnomah County geographical limits. Tualatin-Tigard and Lincoln County School Districts have contacted Latino Network asking for assistance on KYR presentations and Family Emergency Plan.

Expenses

Currently, expenses have been allocated to the immigration navigator's salary, mileage and outreach materials. No extraordinary expenses so far; however in the near future the program will be spending more funds in printed material.

Multnomah County, Department of County Human Services Youth and Family Services Division						
Monthly Cost Reimbursement Expenditure Report Form (Exhibit 6A)						
Contractor Name: Latino Network						
Service Period: 09/01/18 - 9/30/2018		Page 1 of 1 Invoice #: LN_Nav_03				
	Service Type Name: Legal Immigration Navigator		Service Type Name:		Service Type Name:	
Contract Funds	Release Order Number: 4500196016 Line #: 1		Release Order Number: 4500 Line #:		Release Order Number: 4500 Line #:	
Expenditures	Current Period	Year to Date	Current Period	Year to Date	Current Period	Year to Date
PERSONNEL						
1. Salaries	0.00	0.00				
2. Overtime						
3. Fringe	0.00	0.00				
4. Volunteers						
Subtotal Personnel	0.00	0.00	0	0	0	0
DIRECT MATERIALS & SERVICES						
5. Professional Services						
6. Printing						
7. Utilities						
8. Telephone						
9. Equipment Rental						
10. Space Rent						
11. Repairs						
12. Postage						
13. Program Supplies	50.00	50.00				
14. Education & Training						
15. Mileage						
16. Insurance						
17. Dues & Subscriptions						
18. Sub Awards < \$25k						
SUBTOTAL DIRECT MATERIALS	50.00	50.00	0	0	0	0
INDIRECT COSTS						
19. Overhead/Admin	7.50	7.50				
OTHER COSTS						
20. Client Assistance						
21. Capital Expenditures						
22. Sub Awards > \$25k						
Total Expenditures	57.50	57.50	0	0	0	0
 I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.						
Agency Signature: <i>Jared Miller</i>				Date: 10/11/2018		
Name, Please Print: Jared Miller Jared@latnet.org						
Title: Grant and Contracts Accountant	Contact Person if questions on invoice: Jared Miller			Phone: 503.283.6881 x149		

GR# 5-716232
OK to pay
GLM 10/12/18

Miller
10/15/18

Multnomah County, Department of County Human Services
Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report Form (Exhibit 6A)

Contractor Name: Latino Network

Service Period: 10/01/18 - 10/31/2018

Page 1 of 1 Invoice #: LN_Nav_04

	Service Type Name: Legal Immigration Navigator	Service Type Name:	Service Type Name:
Contract Funds	Release Order Number: 4500196016 Line #: 1	Release Order Number: 4500 Line #:	Release Order Number: 4500 Line #:
Expenditures	Current Period Year to Date	Current Period Year to Date	Current Period Year to Date
PERSONNEL			
1. Salaries	11,459.59	11,459.69	
2. Overtime			
3. Fringe	3,323.28	3,323.28	
4. Volunteers			
Subtotal Personnel	14,782.87	14,782.87	0
DIRECT MATERIALS & SERVICES			
5. Professional Services			
6. Printing			
7. Utilities			
8. Telephone			
9. Equipment Rental			
10. Space Rent			
11. Repairs			
12. Postage			
13. Program Supplies	484.28	634.28	
14. Education & Training			
15. Mileage			
16. Insurance			
17. Dues & Subscriptions			
18. Sub Awards < \$25k			
SUBTOTAL DIRECT MATERIALS	484.28	634.28	0
INDIRECT COSTS			
19. Overhead/Admin	2,290.07	2,297.57	
OTHER COSTS			
20. Client Assistance			
21. Capital Expenditures			
22. Sub Awards > \$25k			
Total Expenditures	17,557.22	17,614.72	0

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature:

Date: 11/14/2018

Name, Please Print: Jared Miller Jared@latnet.org

Title: Grant and Contracts Accountant

Contact Person if questions on invoice: Jared Miller

Phone: 503.283.6881 x149

GR#
5-100-10

ok to pay
Jared
11/14/18

Cleaned
11-14-18

RECEIVED DEC 03 2018

Multnomah County, Department of County Human Services Youth and Family Services Division						
Monthly Cost Reimbursement Expenditure Report Form (Exhibit G)						
Contractor Name: Latino Network						
Service Period: 11/01/18 - 11/30/2018		Page 1 of 1 Invoice #: LN_Nav_05				
	Service Type Name: Legal Immigration Navigator		Service Type Name:		Service Type Name:	
Contract Funds	Release Order Number: 4600196016 Line #: 1		Release Order Number: 4500 Line #:		Release Order Number: 4500 Line #:	
Expenditures	Current Period	Year to Date	Current Period	Year to Date	Current Period	Year to Date
PERSONNEL						
1. Salaries	4,186.84	15,645.43				
2. Overtime						
3. Fringe	1,213.89	4,537.17				
4. Volunteers						
Subtotal Personnel	5,399.73	20,182.60	0	0	0	0
DIRECT MATERIALS & SERVICES						
5. Professional Services						
6. Printing						
7. Utilities						
8. Telephone						
9. Equipment Rental						
10. Space Rent						
11. Repairs						
12. Postage						
13. Program Supplies	0.00	634.28				
14. Education & Training						
15. Mileage						
16. Insurance						
17. Dues & Subscriptions						
18. Sub Awards < \$25k						
SUBTOTAL DIRECT MATERIALS	0.00	634.28	0	0	0	0
INDIRECT COSTS						
19. Overhead/Admin	809.96	3,107.63				
OTHER COSTS						
20. Client Assistance						
21. Capital Expenditures						
22. Sub Awards > \$25k						
Total Expenditures	6,209.69	23,824.41	0	0	0	0
I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.						
Agency Signature: <i>Jared Miller</i>				Date: 12/05/2018		
Name, Please Print: Jared Miller Jared@latnet.org						
Title: Grant and Contracts Accountant	Contact Person if questions on invoice: Jared Miller			Phone: 503.283.6881 x149		

My Acc 12/5/18

*6#5170898
OK to copy
Jared 12/5/18*

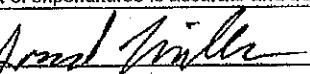
RECEIVED JAN 16 2019

Multnomah County, Department of County Human Services Youth and Family Services Division						
Monthly Cost Reimbursement Expenditure Report Form (Exhibit 6A)						
Contractor Name: Latino Network						
Service Period: 12/01/18 - 12/31/2018		Page 1 of 1 Invoice #: LN_Nav_06				
	Service Type Name: Legal Immigration Navigator	Service Type Name:	Service Type Name:			
Contract Funds	Release Order Number: 4500196016 Line #: 1	Release Order Number: 4500 Line #:	Release Order Number: 4500 Line #:			
Expenditures	Current Period	Year to Date	Current Period	Year to Date	Current Period	Year to Date
PERSONNEL						
1. Salaries	4,016.78	19,662.21				
2. Overtime						
3. Fringe	1,213.87	6,751.04				
4. Volunteers						
Subtotal Personnel	5,230.65	26,413.25	0	0	0	0
DIRECT MATERIALS & SERVICES						
5. Professional Services						
6. Printing						
7. Utilities						
8. Telephone						
9. Equipment Rental						
10. Space Rent						
11. Repairs						
12. Postage						
13. Program Supplies	0.00	534.28				
14. Education & Training						
15. Mileage						
16. Insurance						
17. Dues & Subscriptions						
18. Sub Awards < \$25k						
SUBTOTAL DIRECT MATERIALS	0.00	534.28	0	0	0	0
INDIRECT COSTS						
19. Overhead/Admin	784.60	3,892.13				
OTHER COSTS						
20. Client Assistance						
21. Capital Expenditures						
22. Sub Awards > \$25k						
Total Expenditures	6,016.25	29,839.66	0	0	0	0
I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.						
Agency Signature:	<i>Jared Miller</i>			Date:	01/16/2019	
Name, Please Print:	Jared Miller Jared@lainet.org					
Title: Grant and Contracts Accountant	Contact Person If questions on invoice: Jared Miller			Phone:	503.283.6881 x149	

OK to pay
Jared 1/17/19
Jared

Multnomah County, Department of County Human Services
Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report Form (Exhibit 6A)

Contractor Name: Latino Network						
Service Period: 01/01/19 - 01/31/2019		Page 1 of 1 Invoice #: LN_Nav_06				
	Service Type Name: Legal Immigration Navigator		Service Type Name:		Service Type Name:	
Contract Funds	Release Order Number: 4500196016 Line #: 1		Release Order Number: 4500 Line #:		Release Order Number: 4600 Line #:	
Expenditures	Current Period	Year to Date	Current Period	Year to Date	Current Period	Year to Date
PERSONNEL						
1. Salaries	4,185.84	23,848.05				
2. Overtime						
3. Fringe	1,213.88	6,964.92				
4. Volunteers						
Subtotal Personnel	6,399.72	30,812.97	0	0	0	0
DIRECT MATERIALS & SERVICES						
6. Professional Services						
6. Printing						
7. Utilities						
8. Telephone						
9. Equipment Rental						
10. Space Rent						
11. Repairs						
12. Postage						
13. Program Supplies	0.00	534.28				
14. Education & Training						
15. Mileage						
16. Insurance						
17. Dues & Subscriptions						
18. Sub Awards < \$25k						
SUBTOTAL DIRECT MATERIALS	0.00	534.28	0	0	0	0
INDIRECT COSTS						
19. Overhead/Admin	809.96	4,702.09				
OTHER COSTS						
20. Client Assistance						
21. Capital Expenditures						
22. Sub Awards > \$25k						
Total Expenditures	6,209.68	36,049.34	0	0	0	0
I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.						
Agency Signature:				Date: 02/15/2019		
Name, Please Print:	Jared Miller	Jared@latnet.org				
Title: Grant and Contracts Accountant	Contact Person If questions on invoice: Jared Miller			Phone: 503.283.6881 x149		

Multnomah County, Department of County Human Services
Youth and Family Services Division

(Monthly Cost Reimbursement Expenditure Report Form (Exhibit 6A))

Contractor Name: Latino Network

Service Period: 02/01/19 - 02/28/2019

Page 1 of 1 Invoice #: LN_Nav_07

	Service Type Name: Legal Immigration Navigator	Service Type Name:	Service Type Name:
Contract Funds	Release Order Number: 4500196016 Line #: 1	Release Order Number: 4500 Line #:	Release Order Number: 4500 Line #:
Expenditures	Current Period Year to Date	Current Period Year to Date	Current Period Year to Date
PERSONNEL			
1. Salaries	4,354.90	28,202.95	
2. Overtime			
3. Fringe	1,213.88	8,178.80	
4. Volunteers			
Subtotal Personnel	5,568.78	36,381.75	0
DIRECT MATERIALS & SERVICES			
5. Professional Services			
6. Printing			
7. Utilities			
8. Telephone			
9. Equipment Rental			
10. Space Rent			
11. Repairs			
12. Postage			
13. Program Supplies	0.00	534.28	
14. Education & Training		1	
15. Mileage			
16. Insurance			
17. Dues & Subscriptions			
18. Sub Awards < \$25k			
SUBTOTAL DIRECT MATERIALS	0.00	634.28	0
INDIRECT COSTS			
19. Overhead/Admin	835.31	5,537.40	
OTHER COSTS			
20. Client Assistance			
21. Capital Expenditures			
22. Sub Awards > \$25k			
Total Expenditures	6,404.09	42,453.43	0

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature:	<i>Jared Miller</i>	Date: 03/08/2019
Name, Please Print:	Jared Miller Jared@latnet.org	
Title: Grant and Contracts Accountant	Contact Person if questions on invoice: Jared Miller	Phone: 503.283.6881 x149

*OK to pay
When
3/12/19*

Multnomah County, Department of County Human Services
Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report Form (Exhibit 6A)

Contractor Name: Latino Network

Service Period: 03/01/19 - 03/31/2019

Page 1 of 1 Invoice #: LN_Nav_08

	Service Type Name; Legal Immigration Navigator	Service Type Name:	Service Type Name:			
Contract Funds	Release Order Number: 4500196016 Line #: 1	Release Order Number: 4500 Line #:	Release Order Number: 4500 Line #:			
Expenditures	Current Period	Year to Date	Current Period	Year to Date	Current Period	Year to Date
PERSONNEL						
1. Salaries	4,185.84	32,388.79				
2. Overtime						
3. Fringe	1,213.88	9,392.68				
4. Volunteers						
Subtotal Personnel	5,399.72	41,781.47	0	0	0	0
DIRECT MATERIALS & SERVICES						
5. Professional Services						
6. Printing						
7. Utilities						
8. Telephone						
9. Equipment Rental						
10. Space Rent						
11. Repairs						
12. Postage						
13. Program Supplies	0.00	534.28				
14. Education & Training						
15. Mileage						
16. Insurance						
17. Dues & Subscriptions						
18. Sub Awards < \$25k						
SUBTOTAL DIRECT MATERIALS	0.00	534.28	0	0	0	0
INDIRECT COSTS						
19. Overhead/Admin	809.96	6,347.36				
OTHER COSTS						
20. Client Assistance						
21. Capital Expenditures						
22. Sub Awards > \$25k						
Total Expenditures	6,209.88	48,663.11	0	0	0	0

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature: <i>Jared Miller</i>	Date: 04/16/2019
Name, Please Print: Jared Miller Jared@latnet.org	
Title: Grant and Contracts Accountant	Contact Person if questions on invoice: Jared Miller Phone: 503.283.6881 x149

OK to Pay
Jared Miller
4/16/19

Multnomah County, Department of County Human Services
Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report Form (Exhibit C)

Contractor Name: Latino Network

Service Period: 04/01/19 - 04/30/2019

Page 1 of 1 Invoice #: LN_Nav_09

	Service Type Name: Legal Immigration Navigator	Service Type Name:	Service Type Name:			
Contract Funds	Release Order Number: 4500196016	Release Order Number: 4500	Release Order Number: 4500			
Expenditures	Current Period	Year to Date	Current Period	Year to Date	Current Period	Year to Date
PERSONNEL						
1. Salaries	4,185.84	36,574.63				
2. Overtime						
3. Fringe	1,213.88	10,806.66				
4. Volunteers						
Subtotal Personnel	5,399.72	47,181.19	0	0	0	0
DIRECT MATERIALS & SERVICES						
5. Professional Services						
6. Printing						
7. Utilities						
8. Telephone						
9. Equipment Rental						
10. Space Rent						
11. Repairs						
12. Postage						
13. Program Supplies	0.00	534.28				
14. Education & Training						
15. Mileage						
16. Insurance						
17. Dues & Subscriptions						
18. Sub Awards < \$25k						
SUBTOTAL DIRECT MATERIALS	0.00	534.28	0	0	0	0
INDIRECT COSTS						
19. Overhead/Admin	809.96	7,157.32				
OTHER COSTS						
20. Client Assistance						
21. Capital Expenditures						
22. Sub Awards > \$25k						
Total Expenditures	6,209.68	54,872.79	0	0	0	0

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature: <i>Jared Miller</i>	Date: 05/13/2019
Name, Please Print: Jared Miller Jared@latnet.org	
Title: Grant and Contracts Accountant	Contact Person if questions on Invoice: Jared Miller

Phone: 503.283.6881 x149

5/13/19

Multnomah County, Department of County Human Services
Youth and Family Services Division

Monthly Cost Reimbursement Expenditure Report Form (Exhibit 6A)

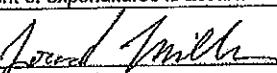
Contractor Name: Latino Network

Service Period: 05/01/19 - 05/31/2019

Page 1 of 1 Invoice #: LN_Nav_10

	Service Type Name: Legal Immigration Navigator	Service Type Name:	Service Type Name:			
Contract Funds	Release Order Number: 4500198016 Line #: 1	Release Order Number: 4600 Line #:	Release Order Number: 4500 Line #:			
Expenditures	Current Period	Year to Date	Current Period	Year to Date	Current Period	Year to Date
PERSONNEL						
1. Salaries	4,831.66	41,408.29				
2. Overtime						
3. Fringe	1,401.18	12,007.74				
4. Volunteers						
Subtotal Personnel	6,232.84	53,414.03	0	0	0	0
DIRECT MATERIALS & SERVICES						
5. Professional Services						
6. Printing						
7. Utilities						
8. Telephone						
9. Equipment Rental						
10. Space Rent						
11. Repairs						
12. Postage						
13. Program Supplies	0.00	534.28				
14. Education & Training						
15. Mileage						
16. Insurance						
17. Dues & Subscriptions						
18. Sub Awards < \$25k						
SUBTOTAL DIRECT MATERIALS	0.00	534.28	0	0	0	0
INDIRECT COSTS						
19. Overhead/Admin	934.93	8,092.26				
OTHER COSTS						
20. Client Assistance						
21. Capital Expenditures						
22. Sub Awards > \$25k						
Total Expenditures	7,167.77	62,040.56	0	0	0	0

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to the applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature: 	Date: 06/17/2019
Name, Please Print: Jared Miller Jared@latnet.org	
Title: Grant and Contracts Accountant	Contact Person if questions on invoice: Jared Miller Phone: 503.283.6881 x149

*OK to pay
Wm 6/17/19*

